

## 9. Fees and Charges

**Burgess Hill Town Council - Telephone: 01444 247 726**

Table of Fees, Payments and Sums, fixed by the Town Council acting as the Burial Authority for the Parish of Burgess Hill to apply from **1<sup>st</sup> April 2023**.

**The following fees are applicable for parishioners of Burgess Hill and Hurstpierpoint only.**

Please see page 22 for help on which forms to complete.	<u>Interment Fees</u> For the burial of the body of:	<u>Exclusive Rights of Burial in Earthen Graves for a period of 50 years</u>
a) A stillborn child, or a person whose age at the time of death did not exceed 18 years.	Free to parishioners and non-parishioners  <b>except</b>  Non-parishioner with stillborn child not exceeding 24 weeks <b>£301</b>	Rules as left    Exclusive rights of burial for a Cremation plot <b>£307</b>
b) A person whose age at the time of death exceeded 18 years.	<b>Grave for One (5ft deep) £632</b> <b>Grave for Two (7ft deep) £684</b>  <b>Shroud Burials</b> <ul style="list-style-type: none"><li>• without shroud board - <b>£679</b></li><li>• with shroud board – additional <b>£72</b></li></ul>	    Exclusive rights or burial for a coffin plot <b>£705</b>
c) Cremated remains plot (up to three container depth).	Single, <b>£165</b> ,    Double, <b>£176</b>  Triple, <b>£183</b>	   Exclusive rights or burial for a Cremation plot <b>£307</b>
d) Interment for an unknown persons    - cremation	<b>£422</b>	Exclusive rights or burial for a coffin plot <b>£342</b>
	<b>£43</b>	Exclusive rights of burial for a Cremation plot <b>£196</b>
e) Reopening of a grave	<b>£632</b>	

Please note that the above prices are the same for the Green Burials / Cremations.

***Except where stated above, the Exclusive Right of Burial fee and the Interment fee for those outside the parish of Burgess Hill and Hurstpierpoint (i.e. non-parishioners) will be five times those stated above.***

Saturday burials are subject to availability and will incur a 50% increase on standard interment fees.

## **Fees & charges for Memorials**

For the right to erect a headstone within the burial ground or on a grave in respect of which the exclusive Right of Burial has been granted.	<b>£159</b> (Form G)
For the right to erect a tablet within the burial ground or on a grave in respect of which the exclusive Right of Burial has been granted.	<b>£111</b> (Form G)
For the right to have additional inscription on an existing memorial.	<b>£58</b> (Form G)
For the right to have a tree dedication plaque.	<b>£56</b> (Form I)
Trees are no longer available	
Plot maintenance charge - grass cutting and weeding around headstone/tablet and cleaning. (This is a voluntary charge where plot owners can contract the services of the Town Council to maintain plots on behalf of the respective individual).	<b>£155</b> per annum
* Not applicable for children whose age at the time of death did not exceed 18 years	

Please note, the Town Council may change the specification of available trees without notice.

## **For Green Burial and Cremation Plots**

For the right to erect a wooden marker.	<b>£56</b> (Form H)
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## **Loss or Transfer of exclusive rights of burial**

Loss or transfer of Deed of Grant. (Fee not applicable if the Deed of Grant Holder has died)	<b>£56</b> (Form K)
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Payments can be made by bank transfer to **Burgess Hill Town Council**

**Sort code: 60-04-11, Account Number: 57030774.** Please put your name and grave numbers in the reference field e.g. **BILLWD032.**

OR

By credit/debit card, cheques (made payable to "Burgess Hill Town Council") or cash (in person at the Town Council offices).

## 14. Application Forms

[Purchase Application](#) Form A

[Acceptance of Regulations](#) Form B

[Notice of Interment \(Traditional\)](#) Form C

[Notice of Interment of Cremated Remains \(Traditional\)](#) Form D

[Notice of Interment \(Green\)](#) Form E

[Notice of Scattering of Cremated Remains](#) Form F

[Application & Consent of Owner to Erect and / or Inscribe a Memorial](#) Form G

[Application & Permission to erect a Tree Dedication Plaque](#) Form H

[Application to donate a Tree, NO LONGER AVAILABLE](#)

[Application to transfer a deed or request a replacement for a lost deed](#) Form J

### **DECISION TABLE TO HELP YOU COMPLETE THE CORRECT FORMS**

<b>ARE YOU:</b>	<b>COMPLETE</b>
Wanting to purchase in advance?	Forms A and B
Wanting to apply for an extension to the original 50 years?	Please contact the Town Council
Applying for an interment for the first time?	Forms A and B plus one of C or D
In possession of the deed of grant and wish to apply for an interment?	Form C or D
Wanting to scatter ashes within the Glade or on a plot you already own?	Form F
Applying for a plot to scatter ashes only?	Forms A, B
Wanting to erect and/or have an inscription on a memorial?	Form G
Wanting to erect or change a tree dedication plaque?	Form H
Wanting to donate a tree? NO LONGER AVAILABLE	<del>Form I</del>
Wanting to transfer a Deed of Grant to another person or lost your original?	Form J
None of the above apply, please contact.	Burgess Hill Town Council, 96 Church Walk, 01444 247726 or email <a href="mailto:council@burgesshill.gov.uk">council@burgesshill.gov.uk</a>

## Burgess Hill Burial Ground

### PURCHASE APPLICATION

**Application to purchase a Cremation / Burial space  
with exclusive rights of burial for 50 years**

	Traditional	Green	Muslim
I wish to purchase a cremation space (please tick)	<input type="checkbox"/>		
I wish to purchase a burial coffin space (please tick)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Unless agreed beforehand, the purchaser of the exclusive rights of burial will be recorded as the Deed of Grant holder.**

Plot/Grave No: .....(if known)

Section:.....(if known)

Full Name and Address of Purchaser: .....  
.....  
.....

Post Code: .....

Telephone number: .....Email: .....

Signature: ..... Date: .....

☐ Have you attached proof of residency (see page 6)

**Please nominate a representative to take over as the Deed of Grant holder for this plot on the occasion of your death:**

Name:.....

Address:.....  
.....  
.....

Post Code:.....

Telephone number:..... Email.....

**The selection of a grave space shall be determined by Burgess Hill Town Council who will, where possible, take into consideration the purchasers' wishes.**

## **Burgess Hill Burial Ground**

### **ACCEPTANCE OF REGULATIONS**

The following notes are for your guidance and represent the policy of Burgess Hill Town Council. An undertaking to abide by the rules laid out by Burgess Hill Town Council in respect of the use of the Burial Ground is the condition under which permission is given for interments and the introduction of memorials.

1. The exclusive rights of burial are for 50 years.
2. The site is non-consecrated. Those persons having charge of the funeral and requiring their site to be blessed are responsible for making the necessary arrangements which should be agreed with the Council in advance.
3. Headstones must be made of natural stone and must not exceed 75cm high, 60cm wide and 10cm deep (30 x 24 x 4 inches). They must be of monolith or nettlebank (ground anchor) design.
4. Memorial tablets for cremated remains must be made of natural stone and will have a maximum dimension of 46 cm x 46 cm (18 x 18 inches).
5. The planting of graves within the designated area, in front of the headstone, to a maximum area of 60cm x 30cm (24 x 12 inches), and to the rear of a cremation tablet to a maximum of 45cm x 15cm (18 x 6 inches). If the headstone has a base then this will replace the planted area.

I confirm that I will be the deed holder and have received and/or read a copy of the Burgess Hill Regulations and Information Booklet and that I, and any transferee of the deed, accept and agree to abide by the terms and conditions detailed therein.

Full Name and Address of Purchaser:

.....  
.....  
.....

Email: .....

Signature:.....

Print: .....

Date: .....

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**For full Burial Regulations on our Information Booklet, please visit our website:**  
**[www.burgesshill.gov.uk/burial](http://www.burgesshill.gov.uk/burial)**

## NOTICE OF INTERMENT - (TRADITIONAL COFFIN / SHROUD)

**The original Certificate of Burial must be included with this form.**

### DECEASED DETAILS

Full name of deceased: .....

Place at time of death: .....

Date of death: ..... Age at death: .....

Usual or former residence: .....



Have you attached proof of residency (see page 6)

### BURIAL DETAILS

Date and time of interment: .....

Name of Minister/IMAM: .....

Time and place of Service: .....

Grave No: ..... Section: .....

Name of Undertaker/Burial Organiser: .....



Telephone: .....

### COFFIN BURIAL



Depth of Grave: Single (5ft)..... Double (7ft)..... Which Interment is this?: 1<sup>st</sup>.....2<sup>nd</sup>.....

Full Length of coffin with the lid  + 8 inches (20 cm) =

Full Width of coffin with the lid  + 6 inches (15cm) =

Number of Pall Bearers: ..... Is webbing required?.....

### SHROUD BURIAL



Height of deceased:..... Shoulder width of deceased: .....

The Town Council will provide the burial board (for lowering into the grave at extra cost) and wooden slats to cover the deceased.

### PURCHASER / DEED HOLDER DETAILS

Name of Deed Holder / Nominated Representative: .....

Relationship to Deceased: .....

Address: .....

Post Code..... Telephone: .....

For burials in an existing grave space, please state the deed number: .....

*I have received and/or read a copy of the Rules and Regulations relating to interments at Burgess Hill Burial Ground and agree to abide by these.*

Signed: Deed Holder / Nominated Representative: .....

## Burgess Hill Burial Ground

### NOTICE OF INTERMENT OF CREMATED REMAINS (TRADITIONAL)

**The original Certificate of Cremation must be included with this form.**

#### DECEASED DETAILS

Full name of deceased: .....

Place at time of death: .....

Date of death: ..... Age at death: .....

Usual or former residence: .....



**Have you attached proof of residency (see page 6)**

#### BURIAL DETAILS

Date and time of interment:.....

Name of Minister:.....

Grave No: ..... Section: ..... Tree No:..... Casket Depth Required:  
Single, Double,  
Triple

Name and contact of Undertaker: .....

Tel:.....

#### PURCHASER / DEED HOLDER DETAILS

Name of Deed Holder /  
Nominated Representative: .....

Relationship to Deceased:.....

Address:.....

Post Code..... Telephone:.....

For burials in an existing grave space, please state the deed number:.....

*I have received and/or read a copy of the Rules and Regulations relating to interments at Burgess Hill Burial Ground and agree to abide by these.*

Signed: Deed Holder / Nominated Representative: .....

**Burgess Hill Burial Ground**  
**NOTICE OF INTERMENT - (GREEN)**

**The original Certificate of Burial must be included with this form.**

**DECEASED DETAILS**

Full name of deceased: .....

Place at time of death: .....

Date of death: ..... Age at death: .....

Usual or former residence: .....



**Have you attached proof of residency (see page 6)**

**BURIAL DETAILS**

Date and time of interment:.....

Name of Minister:.....

Time and place of Service: .....

Depth of Grave: Single (5ft)..... Double (7ft)..... Which Interment is this?:  
1<sup>st</sup>.....2<sup>nd</sup>.....

Grave No: ..... Section: Green Burials and Cremations.

Coffin Material:.....

**Full Length of coffin with the lid**  **+ 8 inches / 20 cm =**

**Full Width of coffin with the lid**  **+ 6 inches / 15cm =**

Number of Pall Bearers: ..... Is webbing required ?.....

Name and contact of Undertaker: .....

Tel:.....

**PURCHASER / DEED HOLDER DETAILS**

Name of Deed Holder /

Nominated Representative: .....

Relationship to Deceased:.....

Address:.....

Post Code..... Telephone:.....

For burials in an existing grave space, please state the deed number:.....

*I have received and/or read a copy of the Rules and Regulations relating to interments at Burgess Hill Burial Ground and agree to abide by these.*

Signed: Deed Holder / Nominated Representative: .....



## Burgess Hill Burial Ground

### NOTICE OF SCATTERING OF CREMATED REMAINS

**The original Certificate of Cremation must be included with this form.**

#### DECEASED DETAILS

Full name of deceased: .....

Place at time of death: .....

Date of death: ..... Age at death: .....

Usual or former residence: .....

#### SCATTERING DETAILS

Date and time of scattering:.....

Name of Minister:.....  
(if applicable)

Location of scattering: .....  
(To be agreed in advance with the Town Council)

Name and contact of Undertaker: .....  
(if applicable)  
..... Tel:.....

#### PURCHASER / DEED HOLDER DETAILS

Name of Deed Holder /  
Nominated Representative: .....

Relationship to Deceased:.....

Address:.....

Post Code..... Telephone:.....

Email: .....

*I have received and/or read a copy of the Rules and Regulations relating to interments at Burgess Hill Burial Ground and agree to abide by these.*

Signed: Deed Holder / Nominated Representative: .....

## Burgess Hill Burial Ground

### APPLICATION AND CONSENT OF OWNER TO ERECT AND / OR INSCRIBE A MEMORIAL

This form should be sent to Burgess Hill Town Council with at least 7 days notice. Please note the memorial must be approved in writing by the Town Council before work commences.

I, .....being the present owner of the Exclusive Right of Burial of :

Grave No:..... Section: ..... in the Burgess Hill Burial Ground, hereby make application to:

- (A) Erect a Memorial
- (B) Add an additional inscription
- (C) Erect a wooden marker (Green Burials only)

I understand that in accordance with the Town Council's regulations all Memorials of whatever description admitted into the Burial Ground or permitted to be erected thereon, shall be so erected and remain at my sole risk, and that the Council shall not be held responsible for any damage or breakage which may occur to the same through any cause whatsoever.

The installation of memorials must adhere to the National Association of Memorial Masons guidelines.

Name of Deed Holder /  
Nominated Representative:

.....

Address: .....

.....

.....

Telephone:.....

Signature:.....

Date: .....

Email: .....

### STONE MASON DETAILS

.....

.....

.....

## DETAILS OF MEMORIAL

Type of Stone:.....

Type of Wood (Green Burials and Cremations only): .....

	<u>Fees</u>	<u>Payment</u>
Headstone		
Tablet		
Additional inscriptions after the first		
Wooden Marker (Green Burials and Cremations only)		

Insert here drawing of the Memorial showing form **and dimensions**:

**Insert here proposed wording of inscription/s:**

.....

.....

.....

.....

.....

- **Headstones: Plot number and initial of section must be included on the reverse side in the centre, for example WG123.**
- **Tablets: only the number of the plot needs to be included.**

This form, duly completed, must be forwarded to the Town Clerk, 96 Church Walk, Burgess Hill, West Sussex, RH15 9AS, together with the appropriate fee. Cheques should be made payable to Burgess Hill Town Council

1. A Permit approving the inscription and installation of the Memorial will be issued and it must be surrendered to the Council representative on site or, in his absence, an authorised Town Council employee, when work is commenced.
2. A minimum of 24 hours notice should be given to the Town Council of the intention to carry out any memorial work in the Burial Ground.
3. Completed work will be inspected by the Council, before the Stonemason / Contractor leaves the Burial Ground.
4. If work carried out is below the required standard, the cost of any necessary remedial work will be recharged to the Stonemason / Contractor concerned.

## Burgess Hill Burial Ground

### APPLICATION TO ERECT A TREE DEDICATION PLAQUE

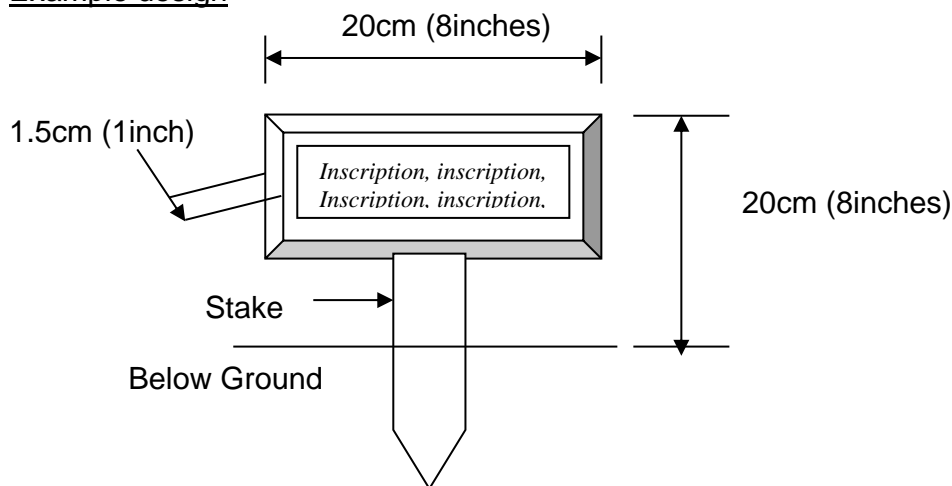
(This form should be sent to the Council with at least 7 days notice.)

I, being the present owner of tree ....., wish to have a dedication plaque inserted at the base of the tree.

I understand and agree the measurements will be in accordance with that detailed below and the marker itself will be made of wood and the inscription panel, if any, will be made of brass. In giving approval for a dedication plaque, the Council will consider the safety of the design and whether the plaque or the inscription could cause offence.

I also understand and agree the dedication plaque shall remain at my sole risk, and the Council will not be held responsible for any damage or breakage which may occur how-so-ever caused.

#### Example design



**Name of Applicant:** .....

**Address:** .....

.....

**Email:** .....

**Inscription:** .....

.....

.....

.....

**Signature of Applicant:** .....

**Date:** .....

## Burgess Hill Burial Ground

### APPLICATION TO TRANSFER A DEED OF GRANT OR TO APPLY FOR A REPLACEMENT DEED

#### **A) DETAILS OF THE GRAVE AND DEED HOLDER**

Name of the current Deed Holder:.....

Plot Number:..... Section:.....Deed number:.....

#### **B) REASON FOR THE DEED TO BE TRANSFERRED**

If the Town Council has not been informed previously of a nominated transferee, please select one of the following reasons for the Deed to be transferred:

- The Deed owner has died ☐ Complete section C
- The Deed owner has moved away ☐ Complete section C
- The Deed has been lost ☐ Please sign here and return .....
- Another Reason ☐ Please state and return .....

Applicant Name:.....

Tel No:..... Email:.....

#### **C) NAME OF NEW DEED HOLDER:** .....

(ONLY complete this section if the owner of the Deed has died or has moved away)

Relationship to current Deed holder: .....

Address:.....

.....Tel no :..... Post Code:.....

#### **DECLARATION:**

I.....

Do solemnly and sincerely declare I wish to be registered as the new owner of the above grave and I hereby declare that I am entitled to be named as the successor in title of the registered grave owner and I also, declare that I have contacted all other relevant interested parties and no objection has been raised for the deed to be transferred to me.

Signed by New Deed Holder:..... Date: .....

Should you have any queries, please call 01444 247726 and ask for the burial department

