

2022

KINVER PARISH COUNCIL
COMBER RIDGE BURIAL GROUND NOTICE
OF SCATTERING OF CREMATED REMAINS

Section 1:

Full Name of Deceased:..... Age:.....
Date and place of cremation

Cremation Certificate No. Address:

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

Address of last residency in Kinver Parish:.....

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

Date(s) of last residency in Kinver Parish:

Proof provided for Address of Kinver Residency.....

If non-resident state Right for ashes to be scattered:.....

Day, Date and Time of Scattering:.....

Name of Officiating Minister (if any): Any
special requirements?.....

Section 2:

I acknowledge that:

- The cremated remains, together with the certificate of cremation, must be delivered, by prior appointment, to the Kinver Parish Council office at least two days before the day that scattering is to take place, to enable the remains to be transferred into the scattering urn.
- The cremated remains will be scattered in the presence of the applicant/bereaved etc. by the Burial Ground Superintendent, or his appointed representative in the presence of the applicant/bereaved, in accordance with the Rules and Regulations of Comber Ridge Burial Ground and Garden of Remembrance (copies of which can be obtained from Kinver Parish Council). You may wish to say a few words during this process.
- The cremated remains will be scattered on un-consecrated ground
- The scattering includes the recording of the name of the deceased in a Book of Remembrance kept by Kinver Parish Council. No headstone, tablet, marker or memorial will be permitted to mark the specific place of scattering.
- The Garden of Remembrance is not designed for the placing of floral tributes. However, on the day of scattering only, floral tributes may be left at a point indicated by the Burial Ground Superintendent.

Name of Grantee/Applicant

Grantee/Executor of Grantee/Next of Kin of Grantee (delete whichever is NOT applicable)

Signature..... Date.....

Address.....

..... Post Code

NOTE: Kinver Parish Council will retain personal details for the purpose of administration or improving these services in respect of this plot submission of this form is taken as approval for this.

Continued overleaf...

2022

**KINVER PARISH COUNCIL
COMBER RIDGE BURIAL GROUND**

Section 3:

Funeral Directors: Tel No:

Address:

..... Post Code

Date of Application:

NOTE:

Copies of the Rules and Regulations and details of the fees can be obtained from Burial Ground Superintendent Miss Jennifer Cree, Kinver Parish Council 95 High Street, Kinver, South Staffordshire, DY7 6HD.

Email: kinverparish@btconnect.com

Telephone – 01384 873878. Office open weekdays till 12.00 noon.

Payment of Fees can be made by BACS. Please advise if you have paid this way. Kinver Parish Council Co-op BANK sort code 08-90-08 A/C no. 61015319

Kinver Parish Council – Comber Ridge data protection fair processing notice

Data Controller

Your information is 'controlled' by Kinver Parish Council. We can be contacted at 95 High Street, Kinver DY7 6HD. Our telephone number is 01384 873878. Our Data Protection Officer is Miss Jenny Cree. They can be contacted using the same contact information.

Purpose and Lawful Basis of Processing

We collect and use your information so as to 1) enable us to progress applications for interment in the burial ground and to re-open graves where requested, 2) as a record of deed holders for each individual plot, 3) to process your information where a grant of right of burial has been lost or mislaid, 4) to carry out works in respect of a headstone etc. and, 5) in respect of requests to scatter ashes at the burial ground. We undertake all of this in the exercise of our official authority.

Retention

We keep your records for 75 years after allocation of a plot.

Your rights

You have the right to submit a request for access to your information; to have incorrect information rectified; to have your information erased and to have our use of your information restricted.

Information Commissioner

If you are unhappy about the way we have processed your information please speak to the Data Protection Officer in the first instance. However, notwithstanding this you have the right to complain to the Information Commissioner. They can be contacted at the:

Information Commissioner's Office,

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF www.ico.org.uk

General

The provision of information by you to us is a statutory requirement. If you decline to provide information we may not be able to progress your application or indeed offer an interment plot to you.