REQUEST TO RESERVE A PLOT IN MARHAMCHURCH PARISH CEMETERY
PARISHIONER / *NON-PARISHIONER (please circle)

Application for a plot reservation to
clerk@marhamchurch-pc.gov.uk | 07938 519 364

This box to be used by the agent or undertaker if appropriate:

Name……..

Address……

Contact details ……

Full Name/s of the person making the request: …… …… Full Name of Applicant (if different from above): …… ……	Address of the person making the request: …… …… ……..Post Code…… Phone: …….. Email: …… *If the address is not in Marhamchurch Parish but parishioner rates are requested – please give relevant information at the bottom of the form
Next of Kin or person/s who are permitted to act on your behalf, when you are no longer able to: NAME: …… Relationship: …… ADDRESS: …… …… ……	Next of Kin or person/s who are permitted to act on your behalf, when you are no longer able to: NAME: …… Relationship: …… ADDRESS: …… …… ……
Please note, by giving names as listed, you are giving permission for these names to be included on your Exclusive Right of Burial, which is a legal binding document. They will be permitted to act on your behalf to request burial/cremation and instal memorial headstone. It is usual to list Partner, children, or close friend or relative. Please contact Clerk if you want to discuss this in more detail.	Next of Kin or person/s who are permitted to act on your behalf, when you are no longer able to: NAME: …… Relationship: …… ADDRESS: …… …… ……

Please indicate whether a burial or cremation plot is requested:	*BURIAL *Delete as appropriate	*CREMATION *Delete as appropriate

Graves can be single or double depth. If it is your wish to reserve a plot for double depth, please write the full name of the second person below

……

Cremations plots can accommodate 2 urns. If it is your wish to reserve a plot for 2 people, please write the full name of the second person below

……

Plots are allocated by the Cemetery Management Officer. If you wish to reserve a plot in a specific location – please write the details here or on the reverse. However, please be aware that reserving specific plot locations can only be approved at the discretion of the Cemetery Management Officer. ……
Please refer to Marhamchurch Cemetery Fees and Conditions. Payment is by BACS or cheque. Please note the information on Notes on Procedure.

If the purchaser wishes to relinquish a reserved plot, this will be at the discretion of the Cemetery Management Officer and, if agreed, provided all the relevant original documentation is returned by the purchaser to the Parish Council, the cost of the plot will be refunded less 10% to cover administration and disbursements.

Date form completed…….. **Signature…….**

**In special circumstances, at the discretion of The Cemetery Management Officer, and in consultation with the Chairman of Marhamchurch Parish Council, a person who is not residing in Marhamchurch Parish at the time of the request may be granted permission for a plot. Plot applications of non-parishioners to include the previous address and date of residency in Marhamchurch and/or any other special circumstances and will only be considered if a clear, strong connection with Marhamchurch can be proved, any decision given by Cemetery Management Officer will be final. Please refer to Cemetery Conditions & Procedures for further information.*

……

……

……

……

……

……

……

……

……

……

……

……

……

……

……

……

……

……