

# Stamford Cemetery

## Booking a funeral process for undertakers

1. Please call Stamford Town Hall Bereavement Services 01780 753808 to verbally request a booking for an interment, please have date and time. **This must be requested a minimum of clear 7 working days before the interment. i.e. not including the day of the interment or the day of booking.**
2. The interment form must be emailed with all **highlighted areas** completed within **24 hours of the initial request** via email to [bereavement.services@stamfordtowncouncil.gov.uk](mailto:bereavement.services@stamfordtowncouncil.gov.uk) This will confirm the request for the interment with the Town Hall.
3. Confirmation of the booking will then be issued by the Town Hall of the booking, **until confirmation is received the request is not officially booked with the Town Hall.**
4. The full, completed Interment form must be emailed once it is signed by the Grant owner(s) or applicant for interment, along with the Green Certificate/ Coroner's Certificate or Cremated Remains certificate.
5. The Interment Form, the original Green Certificate/ Coroner's Certificate or Cremated Remains certificate, The coffin size, and proof of Residency (if required) **must be sent to the Town Hall no later than three clear working days before the day of the burial i.e. interment Monday paperwork previous Tuesday.**
6. All headstone, for **coffin burials must be removed before the day of the interment** and confirmed via phone call or email.

**If you need this in large print, Braille, audio or another language please contact us on 01780 753808**