

## **Step by step instructions for arranging a Personalised Burial without a funeral director**

*“It is your right to organise a burial without the use of a funeral director”.*

If you have decided to arrange a Personalised Burial then this information sheet explains everything you need to do to achieve this.

Before any arrangements can be made it must be established that the death does not have to be reported to the Coroner, since this could delay the date on which the burial service can be held.

It is important to find out if the deceased has left a Will, and if so who the executor is. The Will may also state requests regarding the funeral arrangements.

Burial forms must be completed at the Crematorium & Cemeteries Office. Firstly you must register the death (usually within five days of the death occurring). The Registrar will then issue you with a green **Certificate for Burial or Cremation**. This can only be done by appointment at the local County Registrar’s Office. The Salisbury Registration office is at:

**The Registration Office  
Bourne Hill  
Salisbury  
SP1 3UZ**

**Telephone: 01225 713007**

However, in the event of a sudden death it will be reverted to the Coroner who will issue a white Coroners Certificate for Burial. This can be collected from the relevant Coroner’s office or posted directly to the Crematorium & Cemeteries Office by Registered Post.

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## **Part 1: Burial Forms Required for Burial in one of the City Cemeteries**

After you have registered the death the Crematorium & Cemeteries Manager and staff will guide you through filling out the remaining forms prior to the burial. All forms must be delivered to the Crematorium & Cemeteries Office by 9:30am TWO working days before the intended burial date. This then allows the burial database to be updated with the deceased's information and have a check through the collated papers. Please keep this in mind when arranging a time and date for the intended burial service. The burial forms mentioned below are available from the Crematorium & Cemeteries Office or <http://www.salisburycitycouncil.gov.uk> and the crematorium team will advise you with all aspects of completing them.

[http://www.salisburycitycouncil.gov.uk/images/stories/Doc30297\\_new\\_internment\\_form\\_and\\_guidance\\_notes.pdf](http://www.salisburycitycouncil.gov.uk/images/stories/Doc30297_new_internment_form_and_guidance_notes.pdf)

## **Part 2: Purchasing a Coffin**

There are several local coffin manufacturers available to purchase a suitable coffin from. Please liaise with the crematorium team explaining which style you would like and this can be ordered. This covers all aspects from the construction to the cremfilm lining. If you wish to make a coffin yourself then we can advise you of the recommended construction and linings that can be used to seal the coffin.

## **Part 3: Chapel of Rest/Hospital Mortuary**

As a funeral director is not involved in any way then it is important to arrange where your loved one will remain until the day of the burial service. The Salisbury District Hospital Bereavement Services Department can offer assistance and Mortuary facilities with deaths that have occurred within the Hospital and will assist with a personalised burial. For more details please contact the Salisbury District Hospital. Tel: (01722) 336262 and ask for the Bereavement Suite.

## **Part 4: Service Venue (Salisbury Crematorium Chapel)**

The Salisbury Crematorium Chapel can be used for a service prior to burial, please speak with the Crematorium & Cemeteries Manager to find out more details. This will include an Organist and use of the Wesley Music System.

## **Part 5: Burial Fee/Grave Digger**

All fees are on the Salisbury City Council Website:

<http://www.salisburycitycouncil.gov.uk> if you then go to [Responsibilities](#) and then [Cemeteries](#).

The Grave digger can also be arranged through the Crematorium & Cemeteries Office and please note this is a separate fee to the City Councils Fees & Charges.

## **Part 6: Minister/Officiant**

If you have not got a local Minister/Officiant to take the service but you would like one then the crematorium team can give you some contact details. There will be a fee for the Minister/Officiant and they will deal with you directly. Of course, you do not have to have a Minister involved at all; you could have a family friend say a few words. Again it is entirely up to you how the service is constructed and it can be as simple or complex as you feel right.

## **Part 7: Vehicle**

Please note that you will require a suitable vehicle to convey the coffin to the place of the service and then to the cemetery.

If you require any further assistance or advice about arranging a Personalised Burial without the use of a funeral director then please do not hesitate to contact the Crematorium & Cemeteries Office. Tel: (01722) 333632 or visit <http://www.salisburycitycouncil.gov.uk> for all relevant downloads.

The Crematorium & Cemeteries Office is open Monday to Friday 8:30am – 4:30 pm except Bank Holidays and weekends.