



Family Arranged Funerals - Burial

We are occasionally asked to offer advice and information on how people can arrange a funeral themselves.

Llanelli Joint Burial Authority recognises the right of any individual to organise a funeral without the use of a funeral director and the staff at Llanelli District Cemetery will assist you in any way they can.

Please note that this guide is based on the requirements for burial at Llanelli District Cemetery. For assistance regarding Cremation at Llanelli Crematorium please contact the Crematorium directly.

Paperwork Required for Burial

The paperwork must be completed as soon as possible. It is important to ensure that the required forms are completed accurately to ensure that the funeral can go ahead without any delays.

In most cases three basic forms are required to allow you to start arranging the funeral details. The first is the death certificate issued by a Doctor. The second is a statutory form that releases the body for burial which is supplied by the Registrar for Births and Deaths or the Coroner. The third is a form supplied by the cemetery that you must complete to provide all the details the cemetery requires to complete the booking of the funeral.

In the case of a Non Viable Foetus or a stillborn baby the hospital midwife or doctor will issue the necessary statutory forms to permit burial.

Registrars Certificate of Burial (green form)

This will be required at all times except when a Coroner's Order for Burial is issued. You will need to visit the Register Office in the district where the deceased died within 5 days of the death. The Registrar will issue a Certificate of Burial which should be passed to the Cemetery administration office as soon as possible.

To register a death at Llanelli Register Office, you will need to make an appointment, which will usually last 30 minutes.

Llanelli Registration Office

2 Coleshill Terrace,
Llanelli
SA15 3DB

Tel: 01554 744202

These are the most common forms, however there are other forms issued dependant on the exact circumstances. Please contact the cemetery office for further advice or visit the government website www.gov.uk/browse/births-deaths-marriages/death for further information.

Interment Request Form (obtained from the cemetery)

The cemetery Interment Request Form must be received at the cemetery office along with the Certificate of Burial or Coroners Order for Burial a minimum of two full working days before the date of the funeral. The forms are available to download from the website or you can obtain one from the cemetery office. The cemetery staff can assist you in completing the form.

If the burial is to take place in a new grave, the person arranging the funeral is required to complete the Interment Request Form.

If the burial is to take place in a previously purchased grave and the deceased is an owner they have a right to be buried in that grave. The person arranging the funeral is required to complete the Interment Request Form.

If it's intended to bury the deceased in a previously purchased grave that he/she is not a registered owner of, all the registered owner(s) of that grave will be required to sign the Interment Request form before the arrangements can proceed. If the owners of the grave are already deceased then a transfer of the Exclusive Rights of Burial must be completed to a new legitimate owner before the grave can be opened.

Graves without Exclusive Rights of Burial

The Burial Authority also offers graves without Exclusive Rights of Burial. It is not permitted to erect a memorial on the grave and other unrelated persons may be buried in the same grave.

Booking the Funeral

When booking a funeral it is important to consider certain factors.

Things to consider when booking a funeral include:

- Allow sufficient time between the death and the funeral to allow for the completion of statutory forms.
- When are all the family available to attend?
- Do you require an Officiant (Vicar, Minister etc) and if so when is he/she available?
- How will you transport the deceased to the Cemetery?
- How long will it take to obtain a coffin?
- What type of grave do you require, please contact the cemetery administration office for further information?

Once a decision has been made about the funeral type and the date and time you require the funeral, a provisional booking should be made with the cemetery office. The staff will advise you of the available dates and times. The booking is only confirmed when the completed Interment Request Form and the statutory documents (Registers certificate or Coroners order) are received at the cemetery office along with payment of the cemetery fees. You will then be advised by the cemetery that the booking is confirmed. If there are any changes to times or dates you must inform the cemetery as soon as possible as it may not be possible to accommodate the changes.

Cemetery Regulations

A copy of the cemetery regulations can be downloaded from the website or you can obtain a copy from the cemetery office.

The Coffin

It is not a requirement at Llanelli Cemetery to bury the deceased in a coffin, shroud burials are permitted as well as eco friendly coffins, made from wicker or cardboard etc. Please contact the cemetery to discuss further if a non coffined burial is being considered as the cemetery must be advised beforehand to ensure the necessary arrangements are available at the graveside.

You will be required to provide a suitable method of transport and a suitable container to transport the deceased safely and with dignity from the mortuary and/or to the cemetery.

For further information regarding where you can purchase coffins or shrouds, please contact the cemetery office or alternatively a local funeral director may be willing to assist.

The body of the person being buried must arrive at the cemetery in a coffin, casket or a container which the cemetery has approved beforehand. Each coffin must contain only one body.

A plaque or label containing the following information must be fixed to the lid of the coffin.

- The name of the person being buried
- The age of the person being buried
- The Date of Death of the person being buried.

The exact size of the coffin at its widest and longest point including handles (extended if applicable), must be supplied to the cemetery at the earliest opportunity and, in any case, must be specified in the Interment Request Form.

Handling of the Body

If the death is unexpected or takes place away from the home or in a hospital the deceased will have been taken to the hospital mortuary. You have a common law right as an executor to be given the body and will need to contact mortuary staff to arrange for the collection. They will inform you of any necessary procedures or requirements they may have beforehand, however you will always require the Registrar's or Coroner's Order for Burial before you can collect the body.

You will need a suitable container and means of moving and transporting the body safely and in a dignified manner. The transport of the coffin, with or without the body, will require a van or large estate car.

Public health and hygiene will be an issue and you should carefully consider when the funeral is arranged for before you decide when to collect the body. You should also consider manual handling issues when moving the deceased or placing the body in a coffin. You must ensure whoever assists you in handling the body and the coffin is physically able to do so.

If you decide to keep the body at home before the funeral it's important to keep the room cool. A number of factors govern the rate of decomposition even when the body is kept cool. Those which may hasten it include:

the duration of the dying process; cause of death; the size of the body and the presence of medication (especially cancer drugs). A nurse or doctor may be able to offer an opinion and advice. Sometimes, decomposition can progress very fast.

In all cases it's necessary to employ good basic personal hygiene guidelines when handling or transporting a body. The mortuary staff will be able to advise you further, or you may seek further advice from a doctor or a funeral director.

The doctor or the mortuary staff will inform you if a disease or an infection is present which could put you or others at risk. In hospital cases, the doctor certifying death, in consultation with ward nursing staff is asked to sign a notification document declaring if the body poses any risk of infection; where a post-mortem examination has been undertaken the pathologist is asked to sign this document; in non-hospital situations, the doctor certifying death is asked to complete the document.

Please see the Health and Safety Executive guideline document '**Controlling the risks of infection from human remains**' for further advice. The document can be downloaded from www.hse.gov.uk/pubns/web01.pdf

Grave Location

Please contact the cemetery to make an appointment if you would like to enquire about the different options available for burial or discuss anything regarding grave selection.

Service Type

The cemetery staff will be able to provide you with contact details for someone to Officiate at the service, i.e a local Vicar, Minister or Priest. Humanist (non religious) Officiates are also available. Most will charge for this service.

If you do not wish to have a service in a place of worship, you can organise a service at home or at the graveside. You don't have to engage an Officiate, you may decide to speak at the service yourself or possibly ask a family member or close friend.

Fees and Charges

The cemetery fees and charges are detailed on the website or you can request them from the cemetery office. Payment for all cemetery fees will be required before the day of the funeral and is normally required upon receipt of the completed Interment Request Form.. Payment can be made by cash or cheque (payable to Llanelli Joint Burial Authority). Funds must be cleared from personal cheques before the date of the funeral.

Assistance with Funeral Costs

If you're on a low income and need help to pay for a funeral you're arranging, you may be able to get a Funeral Payment from the Social Fund. You might have to repay some or all of it from the estate of the person who died. You can claim the Funeral Payment by post - send form SF200 to your [local Jobcentre plus](http://www.localjobcentreplus.gov.uk) or see www.gov.uk/funeral-payments for further information.

