



Office use ONLY (PA to log when item completed)

 Stone Mason Verger Calligrapher Payment acknowledged date booked Minister

MEMORIAL GARDEN – Burial of Ashes Application Form

“The Memorial Garden at St Nicholas’ Church, Chislehurst is place that holds the precious memories of loved ones and friends”

Fees are as follows:

Burial of ashes (statutory Fee set by the Church of England)	£172	(the same fee applies for double interment)
Verger	£ 30	
Optional Inscription in the Memorial Book	£ 15	(per person)
Optional Inscription on Memorial Garden Stone Tablets	£200	(per person)
Total (inc inscriptions in Book and Stone Tablet)	£417	

TOTAL FOR THIS INVOICE please insert fee paid

Please state date BACS payment made: _____

Please complete the following details:

Instructions received from: _____

Name

Address

Postcode

Telephone

Email:

Inscription Requested (in BLOCK CAPITALS please)

Note: Only one Christian name, and the Family Name, is permitted on the Memorial Stone Tablets

The inscription will be carried out when there are several names to be carved (usually once a year)

Name

Year of Birth

Year Died

Memorial Book (in church) Please note that full names can be entered in the Memorial Book

Name

Date of death
(DD/MM/YYYY)

I confirm that the above details are correct:

Date of birth
(DD/MM/YYYY)

Signature of Applicant

Date

When completed please send this form to:

The Parish Office, Village Hall, Church Lane, Chislehurst BR7 5PE

Email: stnicholaschislehurst@outlook.com

If possible, fees should be paid using BACS.

Please use reference “BCR – surname of deceased” Eg BCR - Smith

Account Name St Nicholas Church PCC

Sort Code 40-52-40

Account Number 00020386

Anticipated date of Interment:

_____ subject to confirmation

Approx. no. of people in attendance:

St Nicholas Church PCC assures you that the data we keep is treated with the utmost care. You may read the St Nicholas privacy notice on our website at www.stnicholas-chislehurst.org.uk/privacy-notice/. The information you give us will be retained on file to enable us to carry our ministry to support you, and to maintain our ongoing pastoral connection with you.

The Register of Burial of Ashes (in the church safe until sent to the Council’s archives) will be a permanent record.

Gaining your consent (if not given already): THIS PART MUST BE COMPLETED BY APPLICANT

Please indicate, by ticking the appropriate boxes, your consent and communication preferences:

We consent to our data being stored

AND

We are happy to be communicated with by:

Email Post Telephone Mobile/SMS



MEMORIAL GARDEN REGULATIONS

Introduction

The Memorial Garden is a sacred and peaceful space in which people may think and pray as they reflect on the lives of those whose ashes are buried there.

Anyone resident in the ecclesiastical parish of St Nicholas Chislehurst has a right to the burial of his/her ashes there. This right may be extended to non-parishioners at the discretion of the Rector/Priest-in-Charge.

Applications for the interment of ashes can be submitted to:

The Rector
The Parish Office
The Village Hall
Church Lane
Chislehurst
BR7 5PE

0208 4670196

Email: stnicholaschislehurst@outlook.com

Regulations

The following regulations are designed to ensure the maintenance of the Memorial Garden as a place of natural beauty and as a well-managed and fitting memorial to those who are memorialised within it.

1. The Rector/Priest-in-Charge will decide the place of interment of ashes
2. Ashes shall be interred directly into the earth, without their container.
3. The Memorial Garden Burial Area is divided into small grids within which the ashes are buried. A record is kept in the church register of the location of any ashes buried.
4. The names of those whose ashes are interred, together with a record and map of the Memorial Garden, shall be kept in a register in the church safe.
5. A Memorial Book shall be kept in the church, in which entries may be made, subject to the approval of the Rector/Priest-in-Charge, by a calligrapher approved by the Rector/Priest-in-Charge.
6. The names of those whose ashes are interred in the Memorial Garden may be inscribed on the wall-mounted stone tablets by arrangement with the Rector/Priest-in-Charge.
7. No other items (eg. memorial stones, plant pots, photos, shrubs, trees, ornaments, furniture etc.) shall be introduced into the Memorial Garden.
8. Cut flowers, removed from wrappings may only be placed against the north wall in the flowerbed of the Memorial Garden using the free spiked vases provided  To keep the garden tidy, flowers which have perished will be removed by those responsible for the care of the Memorial Garden.
Due to the popularity of the Memorial Garden **we are no longer able to provide space for plant pots with potted plants, or other vases or containers.** Any such items introduced into the Memorial will be removed.
9. No flowers or other items should be laid over the place of burial.
10. No artificial flowers (except Remembrance Day poppies) may be placed in the Memorial Garden.
11. No planting shall be undertaken in the Memorial Garden without the authority of the Rector/Priest-in-Charge
12. The fees for the interment of ashes are contained in the current Fees Order, as set out on the Church of England website
13. The fees for inscriptions in the Memorial Book and on the slate memorial stone tablets shall be fixed by the Parochial Church Council and are shown on the attached application form.



What happens on the day of the interment?



The service is a very brief and simple one.

It represents one of the final tasks of love for those who are mourning.

Will we need an order of service?

Yes, we will produce a simple order of service for you to keep, and can produce as many copies as you need. Please let us know how many people will be attending.

Please note that unless specifically agreed, any member of the Ministry Team here at St Nicholas' may be used to officiate at the short service. The Team is currently made up of two priests and 3 Licensed Lay Ministers.

What happens on the day?

- Please arrive 5 or 10 minutes before the agreed time of the interment. Please wait in the Memorial Garden – the officiating Minister will meet you there.
- If you haven't already shared with us a copy of the Certificate of Cremation, please bring it with you on the day. We will not be able to bury any ashes in the Memorial Garden if we have not seen and retained a copy of the certificate.
- You should bring with you the ashes in the container the Funeral Director provided. Ashes are always buried *loose* into the plot (ie without any container of any sort)
- You will be asked if you or one of those attending would like to pour the ashes into the plot (this is usually done immediately before the service begins)
- If you would like us to pour the ashes into the plot, just let us know.
- Once all have gathered, and the ashes have been poured into the plot, the short service begins.
- After the service please feel free to stay as long as you wish.
- If you choose to leave cut flowers, please make sure you have left them in the flower bed using the spiked vases provided.

What happens afterwards?

- The plot will be filled with soil and the small square of turf replaced. The plot itself should not be marked, but flowers can be left in the flower bed beneath the stone memorial tablets (as mentioned above)
- If leaving flowers, please be sure to come and remove them once they have died
- Dead flowers and containers not meeting Memorial Garden regulations will be removed by those who maintain the beauty of the Memorial Garden.

If you have any questions or concerns, please do not hesitate to talk these through with us. We will be happy to help and guide you.

Memorial Garden Plan

