

Application for the burial of the remains of an adult or child

Burial number [official use only]		Burial authority logo and/or address:
Burial authority registration number		
Full name of deceased		
Burial ground		
Day and date of burial		
Time of service		

This is a statutory form made under regulation 3 of the Burial (Applications and Register) (Scotland) Regulations 2024 and the information and questions contained in it should not be changed.

This form must be used to apply for the burial of the remains of an adult or child in Scotland. The application is made to the burial authority you want to carry out the burial. The burial authority is the organisation responsible for managing the burial ground where the burial is to take place.

As the person who is applying for the burial, you are 'the applicant'. You must have the legal right to apply for the burial.

The burial authority will need to check the form to make sure it contains all of the necessary information. Missing or inaccurate information may result in the burial being delayed or refused. If you are unsure about what information is required, or what any part of the form means, you can speak to the funeral director who is making the arrangements, staff at the burial authority or to any other person who is arranging the funeral. It is not a requirement to use the services of a funeral director to arrange a burial but where one is being used, the funeral director must sign the relevant part of this form.

Personal data

The information provided on this form is a legal requirement under the Burial and Cremation (Scotland) Act 2016 and will be processed in line with data protection legislation. The data will be held by the burial authority. It will be held securely, in confidence and processed solely for purposes set out by or under the Burial and Cremation (Scotland) Act 2016. It will not be shared with any third party other than an inspector of burial, if requested. You have the right to know what data is held about you and you can, by contacting the burial authority in writing, receive a copy of that data. The burial authority is obliged to include in their privacy notice how the information will be held, for how long and how you may make a complaint to the Information Commissioner's Office.

Accompanying documents

You should ensure that you have attached all required documents to this application form based on where the death occurred. The burial authority needs to have them for the burial to take place. Different documents are required depending on whether the death occurred in Scotland, England or Wales, Northern Ireland or abroad. See the Guidance Notes (a) for more information.

(a) <https://www.gov.scot/publications/burial-statutory-forms/>

Section 1: Your information ‘the applicant’

This section is used to record your details. In completing this form you are the applicant for the burial. Applicants must be 16 years of age or older on the date the deceased died to apply for the burial. Applicants may be under the age of 16 if they are the parent of the child who has died, however, you may wish to seek the support of a parent or guardian if you feel it would be helpful.

Title	
Full name	
Address	
Postcode	
Telephone number	
Email address	
Relationship to the deceased	

Section 2: Information about the person who died

Title	
Full name	
Name used on coffin plate (if different)	
Date of birth (DD/MM/YYYY)	
Date of death (DD/MM/YYYY)	
Age at death	
Address	
Postcode	
If remains are cremated, date and place of cremation (if known)	
If remains are hydrolysed, date and place of hydrolysis (if known)	

Section 3: Burial details

Name of burial ground	
Burial ground address and postcode	
Type of burial	☐ Coffin burial ☐ Ashes (from cremation) ☐ Powder (from hydrolysis)
Type of lair ^(a)	☐ New lair ☐ Existing lair, but no previous burial Please describe location in burial ground (e.g. section and lair number) ☐ Existing lair which contains a previous burial Please describe location in burial ground (e.g. section and lair number) and give details of last burial (deceased name and date of burial)
Is this a war grave?	☐ Yes ☐ No
If yes, have you contacted the Commonwealth War Graves Commission and/or the Ministry of Defence? Please briefly summarise any discussion here.	
Any other requests or instructions?	

^(a) A lair is a Scottish term for a burial plot or grave.

Section 4: Hazards

This section is used to record details of anything which might be a public health hazard or have an environmental impact on groundwater. You do not need to complete this section for ashes/powder.

Are you aware if any of the following apply:

Does the body of the deceased pose a risk to public health: for example did the deceased have a notifiable infectious disease or was their body “contaminated” immediately before death?

☐ Yes ☐ No

Are there implant(s) present in the deceased?

☐ Yes ☐ No

Is there radioactive material or any other hazardous implant currently present in the deceased?

☐ Yes ☐ No

Is the deceased chemically embalmed (e.g. formaldehyde present)?

☐ Yes ☐ No

If you answered ‘yes’ to the questions above about implants and/or radioactive material, please give details and state whether the device has been removed.

Section 5: Applicant's declaration

5.1: Authority to open lair for burial (see guidance note on "Authority to open lair for burial")

Please tick:

☐ I am the registered lair right-holder

☐ I am purchasing a new lair and wish to be registered as the lair right-holder

☐ The lair right-holder is deceased^(a)

Name of lair right-holder

Relationship of lair right-holder to deceased

☐ I am the representative or nearest relative of the deceased, but not the lair-right holder^(b)

Name of lair right-holder

Relationship of lair right-holder to deceased

Any other information:

^(a) If the lair right-holder is deceased, the burial authority may require you to sign an indemnity or complete a transfer of the right of burial. Please contact the burial authority separately to complete the process.

^(b) If you are the nearest relative or representative of the deceased, but not the lair right-holder, you will require their permission to open the lair and written consent must be submitted with your application.

5.2: Declaration of entitlement to apply for burial

This section requires you to declare that the information you have provided in this form is true to the best of your knowledge and that you are entitled to apply for this burial. It is an offence to knowingly provide false information and if you do so you may be liable on summary conviction to imprisonment for a term not exceeding 12 months or to a fine up to Level 3 on the standard scale.

I am entitled to apply for this burial and I hereby declare that the details and information provided in sections 1-5 are complete and correct to the best of my knowledge.

Signed:

Full Name:

Date:

Section 6: Funeral director declaration (if applicable)

This section is to be completed by the funeral director if funeral directing services are used.

Coffin or casket details

Coffin casket material (including handles)		
Coffin casket shape		
External Coffin/ashes casket Measurements (in cm)	Overall length	
	Width at widest part (including any handles fully extended)	
	Width at narrowest part	
	Depth	
Combined weight of deceased and coffin (in kg)		
Any other requests or instructions?		

I declare that I have discussed the options with the applicant and know no reason why the burial cannot take place. I understand that if I become aware of anything that may mean the burial should be delayed, I must inform the burial authority and the applicant.

Signed:

Full Name:

Date:

Business name and address:

Business email address:

Business telephone:

Funeral director registration number:

Section 7: Authorisation for burial (to be completed by the burial authority)

Please confirm the location in the burial ground of the new or existing lair to be used for this burial:

(e.g. lair number/section/extension)

This section is used by the burial authority to confirm that the application is in order and that the burial can take place.

☐ I confirm that I have received the necessary documentation to allow the burial to take place. If any document is missing, please contact the applicant or their funeral director.

☐ I confirm that all relevant sections of this form have been completed.

☐ I confirm that I approve this application for burial.

Signed:

Full Name:

Position:

Date:

RULES & REGULATIONS ABBREVIATED

These details are published to ensure the beauty and tranquillity of Binning Memorial Wood is maintained.

No marking of the grave is allowed in any way, except by the approved memorial stone. Any vases, ornaments, photos, shrubs, etc will be removed and disposed of immediately. It is the responsibility of the applicant to ensure all visitors are aware of this important rule.

Cut flowers and wreaths may be placed on the grave at the time of interment (all plastic and non biodegradable material must be removed). However, the Manager reserves the right to remove them after 1 week .

Funeral Directors must be informed that the coffin or container is made of bio-degradable material (no plastic handles, plaques or plastic linings). Hard wood containers are acceptable when sourced from sustainable forests. As far as possible the use of preservatives is discouraged.

Pre-booked plots can be specified at the time of purchase. Plots purchased pre-death will be allocated on a first available basis. In the event of a small pre-booked ashes plot, surrounded by large burial plots, the Management will endeavour to inter as close to the original chosen place as possible.

Graves will be machine prepared, but by hand where necessary.

Families may assist with the filling of the grave, at their own risk, by prior arrangement and under supervision of the site manager.

The Management reserves the right to thin and coppice the wood in years to come when necessary.

Each grave will be accurately recorded using a microchip identification system.

No exhumations will be permitted under any circumstances, except by lawful authority.

Scattering of ashes will only be allowed in the designated area.

DOGS MUST BE KEPT ON A LEAD AT ALL TIMES. Faeces must be removed.

Access will always be available during daylight hours.

Religious or Secular graveside ceremonies must be carried out in a dignified manner. Families who do not wish to use a funeral director can obtain advice and guidance from the site manager.

Cars are parked at owners' risk. The management is unable to take responsibility for cars and their contents.

Certain bulbs etc may be planted in season. We have a recommended list and when these are available. Planting can be done within the appropriate seasonal window by families or our site manager. Tree planting is not permitted in the burial area.

I hereby agree to the rules and regulations detailed above.

Name

Signed

Date

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A living memorial, forever.



BINNING
MEMORIAL WOOD