



**Parish Office
The Village Hall
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March 2025

Dear Sir/Madam

HORTON KIRBY BURIAL PACK/INTERMENT OF ASHES PACK

Following your recent enquiry, I enclose all relevant paperwork for your use. If you have any queries, please do not hesitate to contact me.

What you need to do now:

Please return:

- Notice of Interment Form completed by your staff with full contact details of your company.
- The Policy Document completed by the next of kin, making sure all details are legible and that the address includes the postcode (please give a second copy to the next of kin for them to retain).
- Once the correct documentation has been received, an invoice will be raised and sent to you for payment either before, or on the date of interment.
- A photocopy of the green form and death certificate (original green form to be given to the person officiating at the time of burial/cremation).

These forms should be returned without delay, so that approval for the burial/interment of ashes can be issued by this Parish Council. Payment is due before the date of burial/interment of ashes.

Please note that MDH Contractors are the only contractors to be used for grave digging or Garden of Remembrance excavations in the Horton Kirby Burial Ground. Their telephone number is 07850 409093.

All arrangements regarding the burial/interment of ashes must be made via the Parish Office. Church services at St Mary's Church in Horton Kirby, must be arranged directly with Rev Emma Young on 07563 276794 (<https://www.darentvalleybenefice.org.uk/contact-us/>). Once the service is booked, please inform the Parish Office of the date and time.

Once the burial/interment of ashes has taken place, please send the original green form (for burials) or a copy of the cremation certificate (for cremations) to the Parish Office, to be filed for safekeeping. Then, the Parish Clerk will notify the Registrar of the place of burial. The Crematorium will have already informed the Registrar of the place of cremation.

Yours faithfully

**Lisa Johnson
Clerk to the Council**