



ORDER FOR INTERMENT – APPLICATION FORM

Parks and Recreation Services / Brandon Municipal Cemetery

Ph: 204-729-2150 Email: cemetery@brandon.ca Web: brandon.ca/home-property-environment/cemetery/

***Disclaimer: should the decedent and/or applicant be different from the owner/admin/executor/POA of the lot, a letter of consent from the owner/admin/executor/POA must be obtained and attached to the application form. Where joint ownership is involved, the signatures of all joint owners MUST be secured on this application form. Please contact the Cemetery Office for more information

Interment No. _____

☐ **Immediate Use** (also complete the Reserved Interment Space order form)

☐ **Re-Opening** (2nd or subsequent interments)

☐ **Regular Depth – Casket Interment**

☐ **No Liner – Casket Interment**

☐ **Ash Interment**

☐ **First Interment** (into a reserved lot)

☐ **Casket Interment**

☐ **Extra Depth - Casket Interment**

☐ **Fibre / Poly Liner – Casket Interment**

Please check off all that apply

PART I – INTERMENT DETAILS

Cemetery: **Brandon Municipal Cemetery**

Section: _____

Block: _____

Lot: _____

Names(s) of existing Interment(s) in lot:

Place of Funeral Service:

Time of Funeral Service:

Date of Interment:

Time of Interment:

Casket or Urn Dimensions:

Length:

Width:

Height:

PART II – DECEASED DETAILS

Given Name(s):

Surname:

Last Known Address:

Date of Birth:

Date of Death:

Age at Death:

Sex:

Marital Status:

Employment/Position:

Place of Birth:

Place of Death:

Doctor:

Religious Affiliation:

Is the Deceased also the Interment Rights Holder?

☐ Yes

☐ No

PART III – APPLICANT DETAILS

Given Name(s):		Surname:	
Address:			
Phone Number:		Email:	
Is the applicant also the Interment Rights Holder?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the applicant also the next of kin for the deceased?		<input type="checkbox"/> Yes	<input type="checkbox"/> No (complete section 5)

PART IV – INTERMENT RIGHT HOLDER(S) DETAILS

Given Name(s):		Surname:	
Address:			
Phone:		Email:	
Is there more than one living Interment Rights holder?	<input type="checkbox"/> Yes (please provide a statutory declaration/evidence on behalf of all rights holders)		<input type="checkbox"/> No
Have you provided an original copy of the		<input type="checkbox"/> Yes	<input type="checkbox"/> No (please provide a statutory declaration or evidence of authority to sign)

PART V – NEXT OF KIN / SECONDARY CONTACT DETAILS

Given Name(s):		Surname:	
Address:			
Phone Number:		Email:	

PART VI – PAYMENT DETAILS

Invoice Details		
City of Brandon		
<input type="checkbox"/> Invoice to Funeral Home		
<input type="checkbox"/> Paying Cemetery Directly		GST
Receipt / Invoice Number:		Total

PART VII – TERMS AND CONDITIONS

- 1) Subject to the following, a memorial for the deceased person may be erected upon the interment site:
 - (a) Provided it is of the type allowed under Brandon Municipal Cemetery by-law 7151 for that specific interment section.
 - (b) No memorial may be erected without an approved memorialization permit; and
 - (c) No existing memorial may be altered or removed without an approved memorialization permit.
- 2) The Cemetery Administrator reserves the right to refuse permission for any proposed memorial construction or alteration in its absolute discretion without assigning reason. The Cemetery Leadhand has the right (but not the obligation) to remove any unapproved memorial or alteration without notice to any person.

- 3) The Cemetery Administrator may accept and process any application concerning an Interment Right from any person(s) declaring they are authorized to do so (upon provision of written or documentary evidence and payment of the associated fee(s).
- 4) All items placed at a grave not contained within an approved vase will be removed without notice by Cemetery Staff. Glass is not permitted at any time.
- 5) No planting is permitted in the Brandon Municipal Cemetery.
- 6) The Cemetery Administrator reserves the right to review and/or amend these Terms and Conditions, its holdings, interment lots and property within its cemetery at any time, without notice to you.
- 7) If an existing memorial impedes the conduct of the interment, the Cemetery Leadhand may require it to be removed at the Applicant's expense.
- 8) Interment proceedings within the Brandon Municipal Cemetery extending past 3:30 pm, Monday thru Friday, will be subject to an overtime surcharge.
- 9) Scattering of cremated remains is not permitted within Brandon Municipal Cemetery.
- 10) Additional information is available in the Brandon Municipal Cemetery By-Law No 7151. It is available for viewing at [Cemetery | City of Brandon](#) or by visiting the Brandon Municipal Cemetery Office.

PART VIII – FUNERAL DIRECTOR

Name of Funeral Director / Company:

Address:

Phone:

Funeral Director:

Email:

I, the undersigned have:

- A. Read through the terms and conditions with the applicant/Interment Rights holder(s) to ensure that they understand Brandon Municipal Cemetery's requirements**
- B. Explained that if the requirements outlined are not met, Cemetery Administrator may contact the Interment Rights holder(s)**

<i>Full name of Funeral Director</i>	<i>Signature of Funeral Director</i>	<i>Date</i>
--------------------------------------	--------------------------------------	-------------

PART IX - PRIVACY DECLARATION

Information collected on this form is held in accordance with *Manitoba's Freedom of Information and Protection of Privacy Act (FIPPA)*. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery services in accordance with the *Cemeteries Act of Manitoba*. We will not collect any more information than is necessary to fulfil these functions. Except as necessary to carry out these functions, we will not disclose your personal information to anyone without your consent unless legally required to do so. We will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format.

PART X – ACKNOWLEDGEMENT / DECLARATION

I, the undersigned have:

- A. Read through the terms and conditions with the funeral director, and understand Brandon Municipal Cemetery's requirements**
- B. Understand that the holder(s) of the Interment Rights has/have the sole authority to authorize interments in the cemetery lot by Brandon Municipal Cemetery Staff**

- C. Understand that the holder(s) of the Interment Rights has/have the sole authority to allow inscriptions or approved monuments to be installed on the grave site by a monumental mason
- D. Understand that if the requirements outlined are not met, Cemetery Administrator may contact the Interment Rights holder(s)

<i>Full name of Applicant</i>	
<i>Signature of Applicant</i>	<i>Date</i>
<i>Full name of Interment Rights holder (if different than applicant)</i>	
<i>Signature of Interment Rights holder (if different than applicant)</i>	<i>Date</i>

OFFICE USE ONLY		
Additional Forms Attached:		
Fee:	Receipt:	Date:
Final Interments In Lot:	<input type="checkbox"/> Casket Interments	<input type="checkbox"/> Ash Interments
Cemetery Authority Representative Name:		
Cemetery Authority Representative Signature:		