



STOTFOLD TOWN COUNCIL
EXHUMATION PROCEDURE NOTE

1. Applicant to complete Ministry of Justice (MoJ) Form Part A and provide to STC.
2. STC will need to discuss with the grave owner their intentions with the grave plot following exhumation. If this is to be forfeited (given back), then see note further on regarding transferring ownership.
3. STC to check information against our systems (Rialtas and paper) and complete Part B and submit to the MoJ. This can be emailed to the address on the form.
4. MoJ can take up to 20 days to provide licence. This will have conditions that need to be met. Licence is typically valid for 12 months, but the expiry date will be provided on the licence. Retain copy Licence to access for filing.
5. Environmental Services Officer will need to be engaged if the exhumation is of a body as opposed to ashes. (Exact steps to do this are not known)
6. Exhumation will need to take place early in the morning and the cemetery closed for the exhumation. Would suggest 6am start.
7. Resident will need to engage a Funeral Director to carry out the Exhumation.
8. Funeral Director to provide a risk assessment and method statement to us for approval.
9. Funeral Director or Resident to pay STC fee for exhumation.
10. Establish if family are to be present. If so, consider limiting time of arrival or access to cemetery. Important to manage family expectations.
11. Grave to be identified and considered in line with the method statement to see if can be complied with. For example, the erection of the privacy screen without impacting surrounding plots.
12. Consider the Memorial in place, Funeral Directors will remove this but if this is a substantial memorial, then time will need to be given and arrangement made for its removal.
13. Chapel Lessee (if applicable) to be contacted to request access to the chapel, if required. If this is required arrange for Chapel to be cleaned prior to the exhumation.
14. Signs to be put up leading up to the exhumation to state the cemetery will be closed on X date. No further information to be provided and signs to be taken down immediately following the exhumation.
15. Arrange for appropriate PPE to be provided to staff present at the exhumation including, correct footwear, masks, gloves and coveralls.
16. Arrange for a minimum of three members of staff to be present for the exhumation:

17. 1 to be at the graveside with the funeral director and grave digger to ensure exhumation is carried out correctly with an interest in protecting the deceased and other plots
18. 1 to be stationed at the vehicular gates to prevent access.
19. 1 to be stationed at the pedestrian gate to prevent access.
20. One of the staff members present to bring paperwork for the exhumation. Included RAMS, map of the plot with it clearly detailed (would suggest obtaining names of deceased in plots surrounding the exhumation to confirm correct plot) and copy licence at a minimum.
21. Perhaps an additional member of staff to deal with family if they are present if considered necessary.
22. Following exhumation this is to be logged on:
23. Rialtas – See “Disinterment Instructions”
24. The electronic exhumation log;
25. The exhumation book;
26. The register of graves, index etc that contains details of the interment.
27. Note on the plot that this is a used grave. In the event the grave is purchased by someone else, they must be informed the grave has previously been used.
28. Transfer of Plot following Exhumation.
29. STC will need to buy this back at the purchase price less any admin fee. If this leads to the owner owing money to us, then do not charge and do not purchase the plot for any consideration. This will be done by way of a Deed of Assignment in the usual way.
30. The plot can then be re-sold but they must be notified that the plot was used previously.

Revision History

Date Adopted	November 2024
Date Reviewed	