Holbeach PARISH COUNCIL

September 2026

Bereavement Pack



Guideline for Bereavement Pack: Internment Service Processing

Step-by-Step Process

Contact Holbeach Parish Council to inform them of the burial either by telephone 01406 426739 or email clerk@holbeachparishcouncil.gov.uk & deputyclerk@holbeachparishcouncil.gov.uk

Submit the required documentation by email to clerk@holbeachparishcouncil.gov.uk & deputyclerk@holbeachparishcouncil.gov.uk before burial date.

Burial confirmation and invoice will be sent by Holbeach Parish Council within 4 working days (Monday to Friday from 9am to 4pm)

Holbeach Parish Council
Offer their
Condolences on your loss

Information required

- Name of deceased
- Residential address of deceased
- Place of death
- Date of birth
- Date of death
- Burial or cremated remains
- Occupation
- Cemetery – Park Road or Hallgate
- Pre-purchased grave – Yes/No
- Name of next of kin
- Proof of next of kin (Will etc)
- Residential address of next of kin
- Next of kin telephone Number
- Next of kin email address
- Funeral director details
- Date & time of interment
- Type of coffin or casket

Documentation required before funeral

- Copy of Will or Statutory Declaration
- Green form/ Cremation Certificate
- Signed Holbeach Parish Council Cemetery Policy
- Proof of Identification from Next of Kin e.g., Passport, Driving Licence or Utility Bill.