

**Please complete this form in CAPITAL letters.**  
**It would be appreciated if this form could be brought to the Cemetery prior to burial**

<b><u>DETAILS OF THE DECEASED</u></b>	
First Name <input style="width: 95%;" type="text"/>	Date of Birth <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/> / <input style="width: 25%;" type="text"/>
Surname <input style="width: 95%;" type="text"/>	Town of Birth <input style="width: 95%;" type="text"/>
Address <input style="width: 95%;" type="text"/>	Country of Birth <input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	Age <input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	Gender (tick box)      Male <input type="checkbox"/> Female <input type="checkbox"/>
<input style="width: 25%;" type="text"/> Post Code <input style="width: 25%;" type="text"/>	Date of Death <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/> / <input style="width: 25%;" type="text"/>
Borough <input style="width: 95%;" type="text"/>	Place of Death <input style="width: 95%;" type="text"/>

<b><u>DETAILS OF PERSON RESPONSIBLE FOR BURIAL</u></b>	
First Name <input style="width: 95%;" type="text"/>	Proposed Burial Date <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/> / <input style="width: 25%;" type="text"/>
Surname <input style="width: 95%;" type="text"/>	Proposed Burial Time <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/>
Address <input style="width: 95%;" type="text"/>	Relationship to Deceased <input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 25%;" type="text"/> Post Code <input style="width: 25%;" type="text"/>	<input style="width: 95%;" type="text"/>
Telephone (home) <input style="width: 45%;" type="text"/>	Telephone (mobile) <input style="width: 45%;" type="text"/>
Email <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

<b><u>DECLARATION</u></b>	
I confirm that I have read the detailed Rules and Regulations, a summary of which is given overleaf, and have understood and agreed to abide by the same.	
I am the next of kin of the deceased and / or have authority from the deceased's family to arrange the funeral. I confirm that I have explained to the deceased's family the Rules and Regulations for the Cemetery.	
I will be responsible for all funeral expenses on behalf of the deceased and accept the full terms and conditions of payment which have been explained to me.	
I solemnly confirm the deceased died as a Muslim and believed in the: <ul style="list-style-type: none"> <li>• Oneness of Allah ﷻ</li> <li>• Absolute finality of the prophethood of Muhammad ﷺ (i.e. no Prophet of any category will be born after Prophet Muhammad ﷺ)</li> <li>• Four rightly guided Khulafa Rashidun: Abu Bakr, Umar, Uthman, and Ali ؓ</li> <li>• Unreservedly accept the authority of the Quran and Sunnah</li> </ul>	
I confirm that the information contained herein and / or statements made are true to the best of my knowledge and authorise the Charity to hold personal data supplied on this form in accordance with the provisions of the Data Protection Act 2018 and have read the Privacy Statement overleaf.	
Signature: .....	Name: .....
Date <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/> / <input style="width: 25%;" type="text"/>	<input style="width: 95%;" type="text"/>

<b><u>PAYMENT / PAPERWORK</u></b>	
Payment must be made at the Cemetery Office, together with the "Green Form" or "Form 101" (see overleaf), <b>before the burial can take place.</b>	
Details of the current burial fees can be obtained from the Cemetery Office.	
An email or letter will be sent by post to the person responsible for burial, at the address given above, to confirm details held on our records together with details of the exact location of the grave plot.	

<b>For Office Use Only:</b>	Receipt Number	Payment Reference	Burial Plot ID
Version 01/06/18	TOTAL £	Funeral Director	Area      Row      Number
	Elmbridge Road Cemetery	Five Oaks Cemetery	Notes:

## General

The Rules & Regulations have been carefully prepared after balancing individual preferences, Islamic Shariah law and the need for safe, tidy grounds that would keep maintenance, management and cost to the Cemetery to a minimum. A complete set of Rules & Regulations is available for inspection at the Cemetery and on our website. A summary of the main points are given below.

The Rules & Regulations and any instructions that the Cemetery Staff may give must be adhered to whenever you visit the Cemetery.

Visitors and users of this Cemetery are deemed to have read and accepted the Rules and Regulations, which will be kept under review and may be changed without notice.

Children under 12 years of age are not allowed in the Cemetery unless they are accompanied by a responsible adult. Children should be supervised at all times. This is for their own safety.

Cemetery Staff and Management reserve the right to refuse entry into the Cemetery to anyone where, in their opinion, it would not be appropriate to allow entry.

## Paperwork

The Registrar's Certificate for Disposal (Green Form) or the Coroner's Order for Burial (Form 101) must be delivered to the Administration Office before the burial can legally take place.

If the Registrar's Certificate for Disposal or the Coroner's Order is mislaid or lost, a declaration to the satisfaction of the Cemetery Staff must be made by the person procuring the disposal of the deceased. The original certificate or duplicate copy issued by the Registrar of Births and Deaths or the Coroner, must be produced within 7 days after the signing of the declaration. Failure to do so will result in the Cemetery reporting the matter to the relevant authorities.

For the burial of a stillborn child, a Certificate (White Form for Still-Birth) in accordance with the Births & Deaths Registration Act 1953 must be delivered to the Administration Office.

## Burial and Graveside Rules / Etiquettes

No person shall erect or fix any monument, gravestone, tablet, inscribed vase, kerb, railing, ornaments, decorations, incense sticks, or candles in the Cemetery. Any such items will be removed and kept in the Cemetery Office for 2 weeks.

A standard name grave marker of high quality will be provided by the Charity. Note that strictly in accordance with Shariah, Quranic inscriptions will not be included.

Wreaths of flowers, flower arrangements, and cut flowers will be removed at the discretion of the Charity within one week.

All planting will be undertaken at the discretion of the Charity. The Charity reserves the right to prune / cut down / dig-up / remove any of the plants / shrubs / flowers / trees at any time, at its sole discretion.

Do not at anytime walk, jump over, or circumvent (Tawaaf) or prostrate (Sajdah) to any grave; or laugh, make jokes, play songs or music; such acts are despicable as well as being disrespectful to the deceased.

Please engage in offering Salaam to the deceased, quietly reciting the Quran & Dua (supplication) to Allah, preferably facing Qiblah or remain silent by contemplating on death.

Use of any sound systems (for the recitation of the Quran) must be kept personal or audible to nearby individuals only.

At all times maintain peace at our cemetery.

## Privacy Statement

On 25<sup>th</sup> May 2018 new privacy laws were introduced across UK. Due to new protection laws, Gardens of Peace needs to know that you are happy to continue to receive mail, emails or texts from the charity.

Gardens of Peace collects your information only so that it can provide a smooth and efficient charity service. Your details are kept on record so that the charity can:



Confirm burial arrangements and headstone details with next of kin



Process your donation and fees



Provide you with a newsletter and feedback from events and ongoing projects



Keep you updated on events and appeals on future projects

If you are happy to give Gardens of Peace consent to hold your information for any of the above purposes, you need not do anything.

If you do not wish Gardens of Peace to hold your information or contact you, then please get in touch.

**E-mail:** [info@gardens-of-peace.co.uk](mailto:info@gardens-of-peace.co.uk)

**Phone:** 0208 502 6000

**Post:** Gardens of Peace. PO Box 2241, Ilford, IG1 9UX

Gardens of Peace never stores credit or debit card details. When using the charity's secure online donation pages, you go through a secure payment operated by Charities Aid Foundation.

### IMPORTANT NOTES

**PLEASE ENSURE THAT YOU ARRIVE AT THE CEMETERY WITH THE BURIAL FORM ("GREEN FORM OR WHITE FORM"), OR FORM 101, WITHOUT WHICH BURIAL CANNOT LEGALLY TAKE PLACE.**

**IT IS VERY IMPORTANT THAT THE TIME FOR THE BURIAL IS KEPT. IF FOR ANY REASON THERE ARE ANY DELAYS, PLEASE INFORM THE CEMETERY IN THE FIRST INSTANCE.**

**WITHIN ELMBRIDGE ROAD CEMETERY THERE IS A STREAM, PLEASE REFRAIN FROM STANDING / WALKING CLOSE TO THIS. PLEASE ENSURE THAT CHILDREN ARE ALWAYS SUPERVISED. THIS IS FOR YOUR AND THE CHILDREN'S SAFETY.**

**STANDING NEARBY OR ENTERING THE GRAVE CAN BE DANGEROUS. ANYONE CHOOSING TO DO THIS DOES SO AT THEIR OWN RISK.**

**THE CHARITY WILL NOT BE RESPONSIBLE FOR ANY ACCIDENTS OCCURRING WITHIN THE CEMETERY GROUNDS. THE CHARITY WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO PERSONAL BELONGINGS, CARS, ETC OF ANY THIRD PARTY.**