



Updated: April 2020

## Diploma in Funeral Arranging and Administration

<b>Module 3 SCOTLAND</b>	<b>Unit 9</b>	<b>Human Burial: Law and Practice</b>
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Purpose and Aim of the Unit:	The purpose of the unit is to develop learners' knowledge and understanding of the process, procedures and documentation involved in carrying out a human burial.
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This unit has 11 learning outcomes.

LEARNING OUTCOMES	
The learner will:	
1	Know about different types of burial grounds.
2	Know the regulations relating to burial.
3	Know the rights of burial
4	Understand the rights associated with lairs
5	Know the denominational options for burial.
6	Understand the types of lair available.
7	Understand the fee structure associated with burial and memorialisation.
8	Understand potential types of memorialisation.
9	Understand the specific use of all burial-related documentation
10	Understand the process of a cemetery/ churchyard burial.
11	Understand the burial procedures associated with the different cemeteries



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## BURIAL HISTORICAL INTRODUCTION

Burial Grounds (Scotland) Act 1855 and Section 112 of the Civic Government (Scotland) Act 1982 applies to all cemeteries

Historically, the Church of Scotland, in the form of kirk sessions and heritors in each parish, was responsible for the maintenance of burial grounds within churchyards and kept records of burials. In 1925 responsibility for the maintenance of Church graveyards was transferred to local authorities (or councils) in Scotland and from then burial records were no longer the responsibility of the Church.

From medieval times until the mid-19th century the disposal of the deceased was carried out almost exclusively by burial in churchyards in Scotland. In the 18th century, secession churches and other sects (such as Quakers), particularly in larger boroughs, opened their own burial grounds. In some towns there were separate burial grounds for the Town's Hospital (or poorhouse), and for certain organisations, such as merchants or trade incorporations. By the mid-19th century many churchyards were full, and burial had become a public health concern, especially following outbreaks of smallpox, typhus and cholera.

The problem of overcrowding was partly solved by the emergence of commercial cemeteries; the first being the Necropolis in Glasgow, opened in 1833. In the second half of the 19th century many municipal cemeteries were opened by burghs and civil parishes. Responsibility for burial grounds (including churchyards) was placed on parish councils under the 1894 Local Government (Scotland) Act, and on the districts of county councils under the 1929 Local Government (Scotland) Act. When a family decides that the chosen means of disposal is to be burial the Funeral Director is likely to encounter a wide variance both in paperwork and practice.

**Learning Outcome 1**

**Know about different types of burial grounds.**



Broadly speaking, burials are carried out in the following locations;

- Local authority cemeteries
- Churchyards of various denominations
- Private cemeteries
- Private land, such as gardens or farms
- At sea

**Land Burial**

For all land burials, a risk assessment must be carried out prior to the burial taking place. This should include:

- establishing that there is safe access to the lair;
- the mode of moving the coffin to the lair and how this might be achieved safely;
- the prepared lair has been dug in line with the known dimensions of the coffin / casket;
- the lair has been prepared appropriately, for example, that it is shored, webbing has been made available and grass mats/lair linings in place. Please note, individual burial grounds will have their own procedures regarding a lair's preparation; and
- whether the lair has been prepared in the correct location.
- the depth of the lair is suitable to the number of interments requested



## Burial at Sea

A burial at sea is a complex matter and one that is not particularly popular in the United Kingdom. In fact, there are very limited locations in which a burial at sea can take place, and specific preparations must be made before such a burial. Not all commercial funeral services are available to assist with such burials.

The following information provides general guidance. Marine Scotland is responsible for the integrated management of Scotland's seas. In **Scotland**, there are two designated sites for **burial at sea**. These are 210 miles (340 km) due west of Oban and 15 miles (24 km) west of John O'Groats.

Further guidance can be found via the Marine Scotland Directorate:  
<https://www.gov.scot/policies/sea-fisheries/>

## LEGISLATION



<b>Learning Outcome 2</b>	<b>Know the regulations relating to burial.</b>
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In 2016, The Burial Grounds (Scotland) Act 1855 was repealed and replaced by The Burial and Cremation (Scotland) Act 2016. The Act instructs every local authority to have at least one burial ground in its area. Given the wide-ranging nature of changes to policies and procedures from previous legislation, we recommend that Funeral Directors are fully acquainted with the new laws.

### **Meaning of “burial ground”**

In this Act, “burial ground”:

(a) means land:

- (i) used, or intended to be used, primarily for the burial of human remains, and
- (ii) in respect of which a charge for such burials is made, and

(b) includes land that was, but is no longer, used primarily for the burial of human remains and that:

- (i) was provided for that purpose in pursuance of a function conferred by an enactment or an obligation imposed by rule of law, or
- (ii) is specified in regulations made by the Scottish Ministers.

### **Meaning of “burial authority”**

In this Act, “burial authority”, in relation to a burial ground, means the person having responsibility for the management of the burial ground.

The Act can be found in full here: [www.legislation.gov.uk/asp/2016/20/contents/enacted](http://www.legislation.gov.uk/asp/2016/20/contents/enacted)

<b>Learning Outcome 3</b>	<b>Know the rights of burial</b>
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The 2016 Act introduced the right of burial. At its simplest, the right of burial provides that the owner, and only the owner, may carry out certain actions in respect of the lair, such as instructing that it be opened for burial, or that a memorial be erected should an application be successful. The local authority in turn must cooperate with the owner and not act on the instruction of another party (unless the owner is deceased).

It is worth noting, and worth Funeral Directors drawing to their clients' attention, that granting of the right does not convey ownership of the land

<b>Learning Outcome 4</b>	<b>Understand the rights of burial associated with lairs</b>
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The right of burial includes:

- right to be buried in a particular plot of land;
- where human remains are to be buried on or above ground, the:
  - right to place on the lair, and
  - a right to erect a structure associated with the tomb on the lair
  - a right to determine whose remains may be buried in the lair;
- a right of burial is exercisable only by the person in whom the right is invested;
- a right of burial sold by a burial authority.....is to be exercised subject to such terms, and on such conditions, as the burial authority may determine; and
- a burial authority may refuse an application.

One of the biggest changes to the law regards right of burial is that it is no longer indefinite and now lasts for 25 years, with an extension possible on application for a further 10 years.

People may sell their right of burial. The application must be accepted as long as it is made to the relevant burial authority and that the application discloses that the applicant intends the lair to be used to bury the remains of a person who, at the time of the application, has died and was ordinary



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resident in the relevant local authority area.

Equally, the local authority must grant the application to bury the remains of a stillborn child or fetus, which defined by law is “parted from a woman before or on completion of the 24th week of pregnancy”. Those who hold a right of burial must make a separate application if they wish to erect a headstone or memorial.

**Learning Outcome 5** Know the denominational options for burial.



## CHURCHES

Occasionally denominations have burial grounds, although this is relatively unusual in Scotland. The constitution of non-established churches makes it difficult to give comprehensive guidance on governance and procedures, but some general guidance follows.

### Baptist Churches

Each Baptist Church is separately constituted and will make its own decisions. The burial ground will probably be the responsibility of the charity trustees for the church itself, although in some cases separate Trustees or a burial ground group may have been established. Churches are encouraged to establish a policy for the interment of ashes relating to the method of interment and permitted memorial. Larger burial grounds may have a sexton, an official specifically in charge of the burial ground.

Churches are also advised to keep registers including the full name, age, address, date and location of burial of the decedent and the name of the officiating minister. This is both for burial and interment of cremated remains.

The decision on whether to accede to a request for burial rests with the trustees (or burial committee if any) of the church concerned.

In making a decision on the case the trustees will have regard to:

- regularity of church attendance;
- affiliation;
- other family members being buried in that burial ground; and
- other legitimate connections with the church.

Fees too are set by the Trustees. Memorial regulations are also set locally by the Trustees, to whom any application should be directed.

### **The Church of Scotland**

Cemeteries owned by the Church of Scotland now fall under the jurisdiction of local authorities, who should be contacted in the first instance.

### **The Roman Catholic Church**

Roman Catholic Cemeteries are usually owned by the local Diocese.

Discretion to approve burial rests with the parish priest. Where the request is to bury the non-Catholic spouse of a Catholic, this is likely to be given. Fees for burial and memorial work are locally set and paid over to the parish concerned. Approach for either burial or memorial work should in the first instance be made to the parish priest, arch diocese or to the administrator of a cemetery if one is appointed. Regulations governing the cemetery are also set locally, although the Diocese may issue broader guidelines.

### **The Methodist Church**

Methodist Churches are governed by their individual Church Councils (or possibly the Circuit Meeting if the church itself is closed), which will make decisions on what is permitted in their area. The Council serves both as managing trustee for the property and charity trustee for the charity. The land itself will most probably be owned by The Trustees for Methodist Church Purposes, on behalf of the local Trustees. The local Church Council will decide on entitlement to burial, fees payable and the types of memorial permitted. Permission to erect a memorial is sought from the Church Council. Provision exists for the trustees to sell Exclusive Rights of Burial.



## Other Communities

Muslim communities were also being served with burial space provided by charitable trusts and private sector operators. The Jewish community also has a tradition of providing burial space for its own exclusive use, either by arrangement with a local authority to use part of an existing cemetery; or through direct ownership and management of a site.

Therefore, certain denominations and religions have burial grounds specifically and exclusively for members of their own communities, such as convents. In the larger conurbation burial grounds for Jews and Muslims are often to be found

**Learning Outcome 6**

**Understand the types of lairs available.**

**Lawn Graves/Lairs**

Where the space in front of any memorial is laid to lawn. This provides ease of maintenance from the cemetery or church's point of view. Memorials may be inset to the ground rather than being a headstone. In the example (right) memorials are erected and bodies buried head to head, rather than in the tradition east-facing orientation. Sometimes (again as in this picture) the memorials are on a concrete platform extending the length of the cemetery section. This removes the need both for earth settlement prior to installation and for removal of the memorial prior to re-opening.



**Traditional Graves/Lairs**

Here a kerbset or coverstone is permitted covering the whole area of the lair.



**Bricked Graves/Lairs**



Here the lair is dug and the interior bricked then capped. In some cases, a precast trough may be used. This is sometimes the case when burial is required quickly, such as in the Muslim tradition.

Where the lair is to be bricked consideration should be given to the timing of the ceremony in order to carry out the bricklaying. Some cemeteries have appointed bricklayers, but the Funeral Director may need to engage this service directly.

**Mausolea**



An above ground chamber. In the left example, individual chambers may be purchased. Upon use the particular aperture is bricked up and a tablet placed in front of it.

The example to the right has both above and below ground chambers in a single



construction. Upon use of the lower chamber slabs and cement close over the interment. A coverstone of matching material then closes the upper chamber.

### **Vaults**

Here a memorial building sits above burial space below ground. Typically these are family-owned with individual niches or shelves for coffins.



### **Woodland Lairs**

Woodland lairs can vary significantly, some sites are large commercial enterprises, others are non-profit making charities or local authorities. You will find some sites that are not really woodlands at all, but rough areas added onto existing cemeteries, whilst others offer a much more natural setting. For example, prepared around trees in existing woodland and simple wooden markers provided, or at other sites, a lair is prepared and a tree planted on it. The family may have the choice of tree planted. In some areas, no planting or memorialisation of any type takes place and the land remains a meadow. The cemetery authority will maintain a grid identifying the precise location of individual lairs.

The following weblink contains a register of sites in Scotland to enable you to look at what is available.

[http://woodlandburialtrust.com/content/woodland\\_burial\\_places.php](http://woodlandburialtrust.com/content/woodland_burial_places.php)



**Learning Outcome 7**    **Understand the fee structure associated with burial and memorialisation.**

There is discretion to set fees. The Funeral Director can expect significant variance not only in the fees themselves but in the things which may attract a fee. For example, in some areas the first interment and the purchase of the exclusive right may be a composite fee. In some there might be both an interment fee and a digging fee (possibly to a third party of the emetery concerned does not have direct labour). In some areas the fee for an additional inscription is implied in the granting of the first inscription. These are all areas which depend either on local knowledge or investigation. Fees for burial can vary considerably across Scotland. Fees might be levied for such diverse items as:

- purchase of Exclusive Rights of Burial
- (possibly varying according to type, or for adult or child)
- interment
- lairdigging
- use of chapel
- provision of bier, matting or other accessories
- duplicate deeds
- transfer of deed
- memorial permits, both initial and additional
- removal of memorials
- register searches
- plot selection
- purchase of vaults or mausolea

### **Unpurchased/Common Lairs**

This type of lair is not available in all cemeteries but some areas may provide the applicant with a choice of a purchased lair on unpurchased. When unpurchased, the only fee payable is the cost of the interment. If an unpurchased lair is requested, the following must be made clear to the client:

- That other deceased persons may already be buried in the lair.
- Those other deceased persons are unlikely to be members of the family.
- No guarantee can be provided that room will be left in the lair for another member of the family to be interred at a later time.



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- No form of memorial can be placed on the lair.
  - The person responsible for the interment will normally be requested to sign the appropriate section on the interment form acknowledging they are aware of this criterion.



**Learning Outcome 8**

**Understand potential types of memorialisation.**

**Memorials in Scotland**

The erection of memorials shall only be permitted on lairs where an Exclusive Right of Burial has been granted.

A lair holder is entitled to have a memorial erected provided it complies with current specifications as determined by the Burial Authority and that it will not intrude in any way over that part of the lair that may require to be opened for future burials. No memorial can be erected or inscription added within any burial ground until a plan or sketch thereof showing suitable scale and inscription has been submitted on an appropriate application form and approved by the appropriate officer.

The application for the erection of a memorial must be made in writing at least 21 days before it is proposed to erect the memorial. Any inscription on a memorial must be approved by the Appropriate Officer and must conform to the administrative requirements of the Burial Authority applicable at that time.

Further information can be found from the National Association of Memorial Masons website [https://www.namm.org.uk/apps/home.eb?ebd=0&ebp=10&ebz=1\\_1586441050932](https://www.namm.org.uk/apps/home.eb?ebd=0&ebp=10&ebz=1_1586441050932)

It is extremely important, when arranging a burial, that the Funeral Director discusses with the family their intentions for a memorial before a burial location is chosen. Great distress can be caused if the question is not asked until after the burial has taken place and the family then discover the memorial desired is not permitted in the location of the lair.

**Learning Outcome 9**

**Understand the specific use of all burial-related documentation**

The only statutory requirements are Form 14, Certificate of Registration, and an application for burial. Some cemeteries, typically those in larger towns and cities, supply their own forms and require these to be used.

Others rely on the Funeral Director to provide suitable paperwork. Others are more relaxed even than that. Where no paperwork is required it is recommended nevertheless that the Funeral Director uses and submits, whether in hard copy or electronically, an in-house form so that a paper trail exists and future parties may know the instructions given.

A typical set of cemetery forms, where these are formally issued, might include:

- purchase of Exclusive Right of Burial
- preliminary notice of interment
- notice of Interment
- declaration of Loss of Title Deeds
- indemnity form (where the Council relies on your word that the applicant is legitimate)
- lair transfer form
- memorial permit application
- common lair waiver (to acknowledge the limitations on use of a common lair)
- denominational or faith allegiance declaration (attesting that the decedent was a member of the faith or denomination for which that section of the cemetery is provided)
- cemetery may issue a Grant of Exclusive Right of Burial (Title deeds)

A completed application form for burial must be sent, along with the following:

- the death certificate or equivalent (issued by country where the person died)
- the certificate of registration of death (issued in country where the person died)
- passport (or equivalent identification)
- any other relevant paperwork.



To:

Death Certification Review Service

NHS 24

Norseman House 2 Ferrymuir

South Queensferry

EH30 9QZ

For West of Scotland, papers can be sent to:

Death Certification and Review Service

Caledonia House

140 Fifty Pitches Road

Cardonald Park

Glasgow

G51 4ED

Electronic copies can be emailed to the review service [dcrs@nhs24.scot.nhs.uk](mailto:dcrs@nhs24.scot.nhs.uk)

A Medical Reviewer will review the application to make sure that the funeral can be carried out safely.

Please note; for deaths abroad, Healthcare Improvement Scotland recommend that the Funeral Director tries to obtain scanned copies of the original documents prior to the deceased's arrival in Scotland, in order for them to begin to open and work on the case in advance of receiving the original copies of the paperwork. This helps to speed up the process of obtaining the Form X document issued for deaths which occur abroad and where burial/cremation is sought in Scotland.

<b>Learning Outcome 10</b>	<b>Understand the process of a cemetery/ churchyard burial.</b>
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### **New lairs**

The Funeral Director should establish the proposed location for the burial. Qualifying criteria for churchyard burial should be addressed, as should residency in the area served by a cemetery as penalty fees often apply for non-residents.

Where a lair is being purchased the Funeral Director should establish in whose name the grant should be issued.

If the client wishes to select a plot (where this is permitted) the Funeral Director should broker a meeting between the client and the cemetery staff and asked to be informed of the lair selected so this can be recorded and entered on the Notice of Interment.

The required depth of the lair should be established. There is no consistency around the country on the maximum depth allowed. Some cemeteries allow triple depth lairs, some double and some only single (this latter may be dictated by ground conditions).

The Funeral Director should establish whether the local authority engages a lair digger or whether the Funeral Director should do this. If the Funeral Director engages the lair digger, written instructions should be issued.

This should contain, at minimum, the following information:

- name and address of the deceased person
- date of burial
- location of burial (incl. lair number if known)
- time of burial
- time and location of preceding ceremony (if any)
- name and contact details for burial authority
- coffin size and shape (with handles extended if applicable)
- depth required

The local authority or cemetery authority should always ask for the location of a new lair to be marked prior to digging by the burial authority concerned. It should never be assumed that the person employed to dig the lair will simply prepare the next plot along.

Initial booking is often made by telephone to the relevant authority although online systems may be in use in larger cemeteries. A Notice of Interment and purchase of right of lair (title deeds) should be issued, along with the Form 14 Certificate of Registration. Different guidelines on timing are in use but delivery of papers a minimum of 48 hours prior to burial is a good rule of thumb, although some local authorities (normally in rural areas) are happy to have the originals emailed to them prior to the interment and will accept the original documents on the day of the funeral.

If the cemetery provides its own Notice of Interment and purchase forms these should be used. If no forms are supplied the Funeral Director should issue his or her own in-house form.

At minimum this should include the following detail:

- name of deceased;
- date of death;
- age at death;
- date of funeral;
- time of interment;
- name of officiant;
- lair number if known;
- coffin size (with handles extended if applicable);
- depth of lair;
- present owner of exclusive right (if applicable); and
- to whom the exclusive right should be issued (if applicable).

In some areas it is still the case that no signature from a client is required on a Notice of Interment. Good practice suggests that the form should be signed by the client. It should not be signed for the client by the Funeral Director.

A lair marker should always be left after the burial, if the burial ground allow it.

### **RE-OPENED LAIRS**

It is important to establish who, if anyone, is owner of the right. Where the owner is living, that person must sign the notice of interment. If that person cannot be contacted or is otherwise unable to sign a waiver may be required by the cemetery authority.

A waiver may also be required where the deed of grant is lost.

Where the owner is the one to be buried it is taken that interment may take place in the lair or lair to which they owned the grant. In cemeteries where no exclusive rights are issued the Funeral Director should be satisfied, and should satisfy the burial authority, that the person giving the instruction is a suitable person to do so.

It is important to establish that sufficient space exists in the lair to be re-opened. This may be as simple as confirming the fact with the council. However not all records are comprehensive (or even adequate). The Funeral Director's own instruction for the prior burial may show the original depth, space on a headstone may be indicative of intention for further burial, or as a last resort, a probe test, rodding or a test dig may be required.

Where a memorial exists, this may need to be removed if it is unstable and a form of notice issued to a stonemason requesting it. This should give, at minimum:

- the name on the memorial;
- the lair number, where applicable;
- the location in the cemetery or churchyard, if no lair number;
- the date of the original interment;
- the type or memorial (i.e. lawn, kerbset);
- the date of the coming interment; and
- contact details for the burial authority.

A photograph of the memorial prior to removal is often helpful. Removal should take place in sufficient time to allow excavation of the lair. The stonemason should leave a marker in place after the memorial has been removed.

## **BURIALS ON PRIVATE LAND**

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### **Burial and Cremation (Scotland) Act 2016**

- (1) The Scottish Ministers may by regulations make provision for or in connection with private burials.
- 2) In this Part, “private burial” means the burial of human remains in a place other than a burial ground.
- 3) A person who proposes to carry out a private burial may do so only if the burial is authorised by the relevant local authority.
- 4) In carrying out a private burial, a person must comply with any requirements imposed by or under regulations under subsection (1).
- (5) Regulations under subsection (1) may in particular—
  - (a) make provision about applications to carry out private burials,
  - (b) specify the form and content of applications,
  - (c) enable applications to be made in respect of burials of persons who, at the time of making the application, are not deceased,
  - (d) make provision about documents to be submitted with, or in relation to, applications,
  - (e) make provision for the time at which such documents are to be submitted,
  - (f) make provision about persons, or a description of persons, who are required to submit such documents,
  - (g) make provision for or in connection with the charging of fees by local authorities in respect of applications to carry out private burials,
  - (h) specify persons or a description of persons:
    - (i) from whom consent to proposed private burials is to be obtained, and
    - (ii) by whom consent to proposed private burials is to be signified as having been obtained in, or in relation to, applications to carry out private burials,
  - (i) require persons making such applications to provide the local authority to which the application is made with any further information in connection with the application that the authority considers necessary,
  - (j) specify the circumstances in which a local authority receiving an application to carry out a

private burial:

- (i) must authorise the carrying out of the burial,
- (ii) may authorise the carrying out of the burial,
- (iii) must not authorise the carrying out of the burial,
- (iv) must or may authorise the carrying out of the burial subject to conditions specified by the authority or in the regulations,

(k) make provision for or in connection with—

- (i) notices by local authorities of the authorities' decisions relating to applications to carry out private burials,
- (ii) notices relating to those notices by persons making the applications or by such other persons, or other persons of such descriptions, as may be specified in the regulations,

(l) specify the form and content of notices mentioned in paragraph (k),

(m) make provision for reviews of or appeals against:

- (i) decisions of the local authority to authorise the carrying out of private burials,
- (ii) decisions of the local authority to refuse to authorise the carrying out of private burials,
- (iii) any conditions subject to which a private burial is authorised, or

(n) make provision for or in connection with:

- (i) the size of any area of land on which private burials may be carried out,
- (ii) by reference to any such size, the maximum number of private burials that may be carried out on the land,
- (iii) minimum distances between lairs on such land.

(6) In this section:

“human remains” does not include:

- (a) human remains that have been cremated, or
- (b) the remains of a foetus mentioned in subsection

(7) “relevant local authority”, in relation to land on which a private burial is proposed to be carried out, means the local authority for the area in which the land is situated.

(8) The foetus is one which:

- (a) is parted from a woman before or on completion of the 24th week of the woman's pregnancy,
- and

(b) after being so parted, does not breathe or show any other signs of life.

When carrying out a burial on private land the Funeral Director should have regard to:

- proximity of the lair to water
- ownership of the land

The Scottish Environmental Protection Agency (SEPA) sets out guidelines on the subject of proximity to water which are:

- with 250 metres metres of any spring, well or bore hole used as a source of drinking water;
- within 50 metres of any other spring, well or bore hole;
- within 50 metres of any watercourse; or
- within 10 metres of any field drain.

For avoidance of doubt, the NAFD would recommend that Funeral Directors contact the local Environmental Health Department and SEPA, who should be able to provide an answer and the required permission.

In respect of private burial sites, SEPA recommends:

- there should be no standing water in the bottom of the burial plot when first dug (this assessment should not be carried out when raining);
- there should be no sand or lair at the bottom of the burial plot;
- there should be at least 1metre of sub-soil below the bottom of the burial plot; and
- the burial plot should be deep enough to give at least 1metre of covering soil.

The Funeral Director should confirm ownership of the land early in the arrangement. If the client is not the landowner, the landowner's permission should be obtained in writing. The Funeral Director should also discuss with the landowner the likely negative effect on saleability of the land of having a lair on it and the requirement for an exhumation licence if the remains are to be moved.

Following the burial, a record of the interment should be made on the title deeds to the property or land. This is normally done in pencil on the rear of the title deeds. The Form 14 should also be lodged with the title deeds.



<b>Learning Outcome 11</b>	<b>Understand the burial procedures associated with the different cemeteries</b>
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## BURIAL PROCEDURES

### Local Authority or Private Cemetery

- telephone/ online booking
- complete Notice of Interment including depth and dimensions of lair
- if a new lair a purchase of Right of Burial is completed
- effect any necessary deed transfer or waiver for re-opened lair
- Form I4 is sent with the Notice of Interment to the cemetery office
- any memorial on an existing lair is removed
- the council or FD engages a gravedigger who is issued with depth, dimensions and cemetery contact detail
- leave a lair marker

### PRIVATE LAND

- establish land ownership
- obtain landowner's written permission
- identify lair space
- contact SEPA, local authority and confirm distance from watercourses
- engage gravedigger and issue written instructions to include depth and dimensions
- Funeral Director lodges Form I4 with title deeds for land ownership
- record lair location on title deeds

### Churchyard

- contact the incumbent and make the booking
- if a new lair confirm it will be marked
- if an existing lair establish its location and whether it has a memorial
- remove any memorial
- establish the required depth of the lair
- engage a gravedigger and issue them with a coffin size and the required depth
- issue confirmation and Notice of Interment to the incumbent
- issue the Form I4 to the incumbent
- leave a lair marker

### Private Cemetery

- make telephone booking
- complete a Notice of Interment; issue to cemetery office Form I4
- purchase of exclusive right of burial (if applicable)
- remove any memorial from an existing lair
- effect transfer of exclusive right if necessary
- issue written instructions to the gravedigger including depth and dimensions
- leave a lair marker