

# GRASSBY FUNERAL SERVICE

*Information Guide with  
Helpful Checklists*

## Grassby Funeral Service

The business, Grassby & Sons, was founded in Dorchester by Benjamin Grassby, who moved to Dorset from Lincolnshire in 1861. Benjamin, a stone carver, was responsible for a lot of the stone carving in many Dorset churches during the Gothic revival of the late 19th Century.

The family stonemasonry business continued down through the generations of the Grassby family, and in 1970, Clinton Grassby opened Grassby Funeral Service in Princes Street, Dorchester.



*Offices at 8 Princes Street*

[www.grassby-funeral.co.uk](http://www.grassby-funeral.co.uk)

The business continues to be run by Clinton's son, David and Peter Grassby, the fifth generation of the family, maintaining a reputation for the highest standards of service throughout Dorchester and the surrounding area. They were recently joined by David's son Nick who works within the Funeral Department and Peter's son William who is based at Grassby Stonemasons.

The business has other funeral branches including Grassby & Stocking Funeral Service and Rose Funeral Service in Weymouth and Portland, Colin J. Close in Blandford Forum, Grassby & Close Funeral Service in Sturminster Newton, Potbury's Funeral Service in Sidmouth and Hansfords in Beer and Seaton.



*Offices at 16 Princes Street*



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## *Introduction*

We provide a discreet and professional service which offers you personal and practical assistance. In all matters regarding funeral arrangements we will, if you require, accept complete responsibility.

This brochure outlines many of the legal requirements and personal formalities required at this time. We know from experience how demanding this occasion can be and hope these guidelines will be of some assistance to you. Remember that our staff are always available to help you along the way.

In the matter of funeral arrangements, a wide range of services, both standard and optional, are available. We hope these will enable you to choose the most suitable course of action for your own personal needs whilst accommodating all financial considerations.

Many of our clients will be facing these circumstances for the first time and will be unsure of the most practical course of action. With this in mind we have also included in this guide information about the financial, legal and more personal aspects of bereavement. We hope this information is helpful.

Finally, we would like to assure you that all enquiries are dealt with in the most professional manner, without obligation on your own part, and in the strictest confidence.

## *Is There A Will?*

A Will may contain specific requests about funeral arrangements including the name of an Executor to arrange all funeral details. As a first step, therefore, it is advisable to check through the papers and belongings of the deceased, or contact his or her bank or solicitor, to see if a Will has been made.

## Coroner's Procedure And Registration Of The Death

The procedure following a death can vary depending on the circumstances. In many cases the Doctor of the Deceased will issue a Medical Cause of Death Certificate but if he or she is unsure of the actual cause of death, the Coroner may have to be informed before Registration can take place. *(If the Doctor is able to issue a Medical Certificate, the next two sections do not apply. You can go straight to the paragraph headed 'REGISTRATION')*

### HM Coroner Procedure

Should the Doctor be unsure of the cause of death he will be unable to issue a Medical Cause of Death Certificate, The Formal Notice will state that the death has been referred to the Coroner and Registration may be delayed. *This procedure could be necessary in the case of any sudden or unexpected death.* The Coroner or his Officer will then make an examination and you will be contacted. Ascertaining the exact cause of death may be important for a number of reasons and the Coroner may choose to conduct a post-mortem examination.

If the cause of death is found to be from natural causes the Coroner's office will issue a form, the equivalent of a Medical Certificate and you will be informed when to contact the Registrar's Office. If you choose Cremation, the Coroner will also provide the relevant form. This procedure MAY NOT delay the funeral service.

### The Coroner Holds an Inquest

Should the Coroner decide that an Inquest is necessary for the public interest and those of the relatives, he will arrange it. This may be helpful, for example, with claims for compensation (e.g. Industrial Illness, Accidental Death). Contact the Coroner's office for help and advice.

The Coroner can supply you with a letter confirming death (known as the Interim Certificate), to help you claim DWP benefits, and finally the required form for Burial or Cremation. A Certificate After Inquest will be sent to the Registrar for registration purposes. You WILL NOT need to attend the Registrar's Office to register the death.



## Registration

**It is normal for a death to be registered in the District in which it occurred in order to avoid unnecessary delay. However, if this presents difficulty, we will advise you about Registration by Declaration.**

If the Doctor, who attended the deceased, has issued a Medical Cause of Death Certificate you will need to collect this from the Surgery or Hospital and arrange to visit the Registrar's Office as soon as is possible. You will need to make an appointment to register. Details of how to do this, what information you will need and what the Registrar can do for you will follow.

The Registrar will issue a Certificate for Burial or Cremation (known as 'The Green Form') which should be delivered to us as soon as possible. (If the Coroner has been informed, the funeral is to be a Cremation and a post-mortem has taken place, the Green Form WILL NOT be issued)

At this stage, it is advisable for you to ask the Registrar for Copies of Entry in the Register. These are referred to as the 'Death Certificates' and they will be required for any legal and financial matters concerning the deceased's estate including the cancellation of any contracts. Basically, anything that would normally require the deceased's or their representative's signature to release funds or cancel an action will require the production of a Death Certificate to legally confirm that the person has died. **THERE IS A SMALL CHARGE PER COPY FOR THESE CERTIFICATES.**

### INFORMATION REQUIRED BY THE REGISTRAR

Full name of the person who has died including maiden name if applicable

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Date and Place of Birth

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Usual Address

---

Date and place of Death

---

Occupation

---

Marital Status

---

Name and Occupation of Marital/Civil partner

---

Date of Birth of Marital/Civil partner

---

Type of State Pension or Allowance

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### DOCUMENTS TO TAKE WITH YOU

- o The Medical Cause of Death Certificate
- o Medical Card (If Available)
- o Birth Certificate (If Available)
- o Marriage Certificate (If Available/Applicable)
- o Reference Number of any Government Pension other than the normal state pension

## *How The Registration Service Can Help You*

Following a death, several organisations may have to be contacted and be given the same information. The Registration Service can help you to give information to the Department for Work and Pensions and they can pass on the information to a number of other government departments and local council services for you.

If you decide to use the service provided by the Registrar they can inform the following organisations:

- Pension, Disability and Carer's Service
- JobCentre Plus
- Overseas Health Team
- War Pensions Scheme
- Child Benefit
- Child Tax Credit & Working Tax Credit
- Personal Taxation
- Identity and Passport Service
- Housing Benefit Office
- Council Tax Benefit Office

Also, if you wish, the Registrar can also inform:

- Local Councils
- Council Housing
- Council Tax
- Libraries
- Blue Badges
- Adult Services
- Children's Services
- Collection of payment for council services
- Electoral services
- Driver and Vehicle Licensing Agency



To ensure the correct information is given to the organisations you wish to be contacted, the following information will be required:

- The deceased's Date of Birth and National Insurance Number
- Details of any benefits the deceased was in receipt of
- A Copy of the Death Certificate
- The deceased's Driving Licence or Licence Number
- The deceased's Passport or Passport number and town/country of birth.

You may also need to provide:

- Details of the Next of Kin
- Details of a surviving husband, wife or civil partner
- Details of the person dealing with the estate.

**You must obtain permission from the persons above if you are going to provide the Registrar with their information**

**Dorset Registration Service - Contact Details:**

Telephone – 01305 225153 or 01202 225153

Opening Hours:

Monday – Friday 9am – 5pm

Email – [registrationinformation@dorsetcc.gov.uk](mailto:registrationinformation@dorsetcc.gov.uk)

Local Website [www.dorsetforyou.com/tellusonce](http://www.dorsetforyou.com/tellusonce)

Weymouth Office

The Adult Learning Centre,  
45 Dorchester Road,  
Weymouth.  
DT4 7JT

Dorchester Office

Dorset History Centre,  
Bridport Road,  
Dorchester,  
Dorset.  
DT1 1RP

Blandford Office

The Blandford  
Community Centre,  
Heddington Drive,  
Blandford,  
Dorset.  
DT11 7TP

**Other Local Offices at:**

Bridport, Christchurch, Ferndown, Gillingham, Sherborne, Swanage, Wareham.

Opening times vary in these offices.

## *Funeral Arrangements*

We have listed the following traditional funeral arrangements for your guidance. They are not all essential and we will be pleased to assist you choose your own personal selection. Also, we will be pleased to initially pay, on your behalf, all the fees and disbursements required. A deposit towards these fees will be required before the funeral service takes place. Every attempt has been made to offer you the best services and the fairest charges.

### *The Funeral Service or Ceremony*

Our aim is to help you arrange the most fitting funeral service or ceremony. The funeral should reflect the life of the person who has died. Input from all family and friends is appreciated. The Music and Hymns (if required) can play a large part in the funeral. Some thought may need to be given to this. Many people have a favourite song that they would wish to be played at their funeral.

### *Religious Service or Non-Religious Funerals*

As part of our service we will contact the appropriate church, minister, or person to help preside or officiate at the funeral. We would usually recommend that where possible, a minister from the parish in which the deceased resided should officiate at the service. The minister will arrange to contact the family direct so that they may discuss any requirements for the service which may include hymns, music, tributes and readings.

You do not need to have a minister of religion to officiate at a funeral. If you wish a funeral to be a non-religious ceremony, we can arrange for an accredited Officiant or Celebrant to lead you through the service.

The Officiant or Celebrant will also contact and meet the family prior to the funeral so that they may find out more information about the person who has died and discuss any specific requirements for the service.

In usual circumstances a fee is required for the minister or person conducting the service or ceremony.

## *The Funeral Service*

**CREMATION:** This service is usually arranged by ourselves with the Crematorium of your choice, where charges also include the medical referee fee and the use of the chapel. We have all the relevant forms and will complete them with you and take responsibility for their delivery. There will also be cremation medical fees paid to the doctors unless there has been a Coroner's post mortem.

**BURIAL:** This is usually arranged by us on your behalf through the Local Authority for the Cemetery you wish to use. In Private or Council owned Cemeteries a fee is required to purchase the Exclusive Right of Burial for the grave that is to be used. As this is an expense required prior to the funeral we would ask for it to be paid as part of the deposit towards the disbursements (Third party expenses) If the deceased is to be buried in a Cemetery where they or you are not a resident of that area, burial fees may be increased by the Local Authority. Some Churches will have space available in the Churchyard for burial. Burials in Churchyards are only usually permitted where the deceased was a resident of that Parish, but in any event the permission from the Church will need to be obtained.

**WOODLAND OR 'GREEN' BURIAL:** This is an alternative to traditional burial in a Churchyard or Private/Municipal Cemetery. It is considered a more environmentally acceptable form of committal. Commonly, Woodland Burial Grounds prefer the coffin to be constructed of material that takes a shorter period to biodegrade eg. willow or bamboo. Many Woodland Burial Grounds do not permit memorials so that the area stays in its natural state to preserve its wildlife haven. Some Burial Grounds may permit a tree to be planted over the grave and a simple wooden marker to commemorate the deceased. Following Cremation, Ashes can also be buried or scattered in certain areas.



*Somerset Willow Coffin*

## *Chapel Of Rest*

We offer a facility for family and friends to visit and spend time with the deceased in privacy and in suitable surroundings. You may wish to let us have some of the deceased's own clothes to be dressed in, otherwise we can provide a gown if required.

## *Charitable Donations*

It is now more common for the family to request that donations, in lieu of flowers, be made to a specific charity in memory of the deceased.

This is often specified in the newspaper announcement e.g. *'Family flowers only, but donations if desired may be sent.....'*

We are able to accept donations for your chosen charity and compile a list of all donors.

After a period of time following the funeral, we will forward the donations to the charity and where possible provide you with the list of all the donors where known including the total amount that has been forwarded to the charity on your behalf.

There is no separate charge for this service.

We also hold a separate account for any cash donations 'Funeral Donations Account', where monies can be paid in and subsequently released to the chosen charity.

## *Newspaper Notices*

We shall be pleased to help you compile funeral notices and/or acknowledgements and arrange for them to be published in the newspapers of your choice.

## *Jewellery*

Jewellery and personal effects may remain with the deceased or be collected as required. For your own peace of mind please confirm your wishes.



## *Flowers*

We can order flowers on your behalf and arrange delivery to our address prior to the funeral service taking place.

## *Limousine And Vehicle Arrangements*

Our limousines seat six adults comfortably. Child seats may need to be provided by the family.

Please let us know what vehicles you will require from us if you require transport to and from the location of the funeral service.

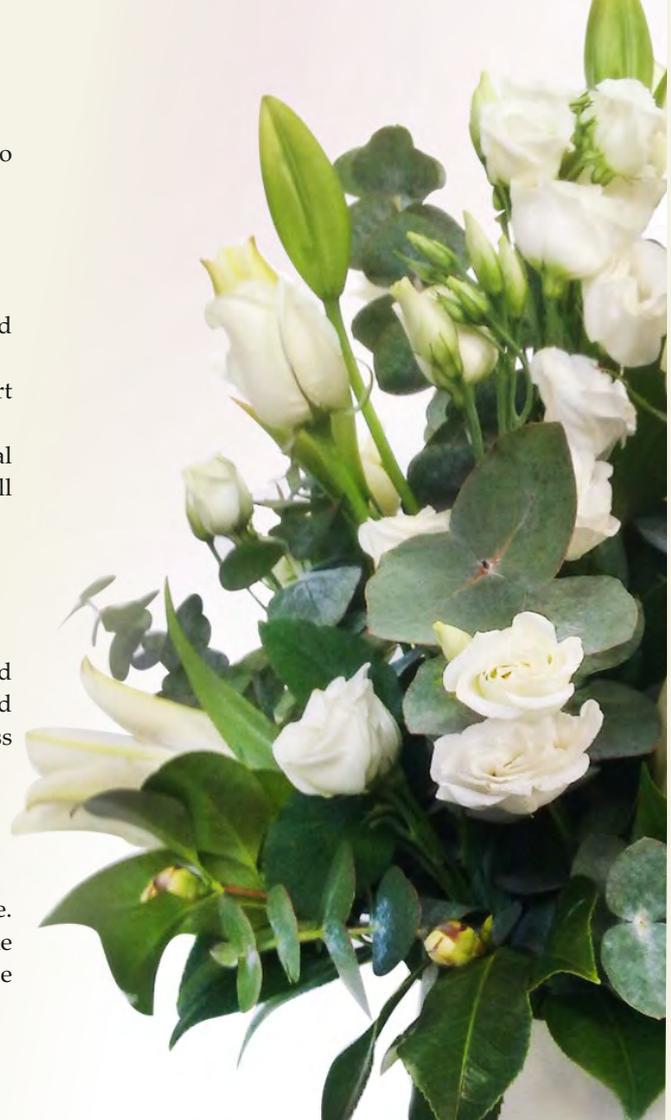
We provide a traditional Black hearse but there are other forms of funeral transport available, such as Horse drawn hearses and Motorcycle Hearses. All costs will be discussed with you prior to the funeral.

## *The Coffin*

There are many types of coffin or casket available including, traditional Solid Wood, various Wood Veneers, Bamboo, Wicker and even bespoke coffins printed with a photographed design specific to the person. We would be happy to discuss your requirements and advise on the relevant costs

## *Service Sheets*

If necessary, we are able to help with compiling and printing an Order of Service. This would include the sequence of events at the funeral and the words to the Hymns. It may also have a photograph of the deceased on the cover. We will be pleased to discuss your personal requirements.



## *Cremated Remains*

It will be necessary to establish the requirements for disposal of the ashes after the funeral. The Crematorium or your local cemetery may provide a garden of remembrance where the ashes can be scattered, or they can be returned to the Funeral Director for collection by the family to be scattered at a favourite location.

Some local Cemeteries or Churchyards may have an area designated to inter the ashes in the ground, which can subsequently be marked by a memorial headstone or tablet.

We have our own Memorial Masonry Department and if desired we will be pleased to discuss your requirements subject to any cemetery or churchyard regulations. Please contact the office if you would like to receive our memorial brochure.



*Cremation Tablets in a Churchyard*

## *Urns And Containers For Cremated Remains*

Subject to your requirements there are a variety of options available. The crematorium will usually supply a simple container in which the ashes may remain until such time that they are scattered at the Crematorium or by the family elsewhere.

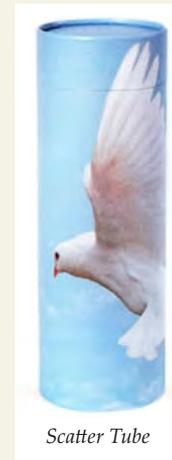
Alternatively we can supply a more attractive urn or a biodegradable scatter tube. If the ashes are going to be interred in a local cemetery or churchyard, we would normally recommend that the ashes are contained in a wooden urn.



*Wicker Urns*



*Wooden Urn*



*Scatter Tube*



## *Memorial Masonry*

We employ our own stonemasons and are members of the National Association of Memorial Masons.

We are able to supply and install new memorials and plaques which are available in a wide range of natural stone, marble, granite and slate. Renovation work and additional inscriptions to existing memorials are also undertaken.

Our brochure is available on request which contains a variety of different memorial designs and materials.

Your choice of memorial is by no means limited to those shown in our brochures. Our craftsmen can design and produce any memorial to your specific requirements and a diagram can be produced showing the overall effect before the work is commenced.

Churchyard or Cemetery regulations will almost certainly have restrictions on the type of material or size of memorial permitted. One of our experienced members of staff will be available to give you advice or guidance in selecting the right stone and inscription to comply with these regulations.



## Financial And Legal Matters

### A Solicitor And The Estate

If the deceased used the services of a solicitor then that solicitor should be contacted at the earliest possibility to help you with the financial and legal arrangements. Should a Will have been made it may be possible to arrange to realise the estate quite quickly (*a grant of Probate*). If a Will has not been made (*the deceased is said to have died Intestate*) claims on the estate may still be started through Letters of Administration. If the services of a solicitor have not yet been employed and you feel it may be appropriate to do so, many solicitors offer half an hour of legal advice either free of charge or at a minimal cost.

### Further Help And Advice

If you decide not to seek a solicitor's assistance you may feel it in your own interests to contact the Citizens Advice Bureau or the Department for Work and Pensions. They will be able to offer you further information and advice regarding such matters as outstanding debts, help from Social Fund, tax liabilities, DWP claims, etc.

## *Funeral Costs And Standards Of Practice*

We offer a scale of charges and a range of services in order to accommodate the economic considerations and wishes of all our clients. Our price lists are available, which you are welcome to see, and every attempt is made to render only fair charges. We will provide you with a written estimate for all our charges and disbursements. A deposit to cover the disbursements will be required prior to the funeral and once the funeral has taken place we will provide an itemised final account. Funds can be released from the deceased's own estate/bank account to cover any funeral expenses on production of the Death Certificate and final funeral invoice.

### *Financial Help*

#### *Personal Provision*

Many individuals make personal provision for their own funeral expenses. Details may often be found in the papers of the deceased that are at home or lodged with a bank or solicitor. This can take the form of a Life Insurance Policy or suitable Occupational Pension Scheme. It is also possible that lump sums will be paid from relevant Trade Unions, Clubs or similar organisation on application.

#### *The Social Fund*

The Social Fund (*part of the Department for Work and Pensions*) may also be able to help if you or your partner is in receipt of Income Support or Jobseekers Allowance (Income-based) or Family Credit/Working Family Tax Credit or Housing Benefit or Council Tax Benefit or Disability Working Allowance/Disabled Persons Tax Credit. Applications should be made within three months of the funeral but preferably as soon as possible. It is also possible to apply for a Budgeting Loan from the Department for Works and Pensions if you are in receipt of any of the above credits.

#### **Social Fund Contact details**

Budgeting Loan Enquiries -           0800 169 0140   [www.gov.uk/budgeting-loans](http://www.gov.uk/budgeting-loans)

Social Fund Enquiries -           0800 731 0469   [www.gov.uk/funeral-payments](http://www.gov.uk/funeral-payments)

(Allow plenty of time if you are going to ring and make an enquiry; waiting times can be quite lengthy)

There are also additional benefits, applicable in certain circumstances; for example, if the deceased was a War Pensioner. Details of help can be obtained from your local Citizens Advice Bureau or Department for Works and Pensions.

## *Personal Support*

### *Outside Family Help*

Bereavement raises many difficult and emotional issues which may cause you concern. Fortunately there are many individuals and organisations outside the immediate family to offer support and comfort. These include Ministers of Religion and organisations including Cruse which offer sympathetic support to anyone experiencing bereavement. There are many others that may suit more specific needs and details are available at any Citizens Advice Bureau or Department for Work and Pensions.

SAIF Care (bereavement counselling)

[www.cruse.org.uk](http://www.cruse.org.uk)

[www.ageuk.org.uk](http://www.ageuk.org.uk)

[www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

[www.bereavementadvice.org](http://www.bereavementadvice.org)

[www.samaritans.org](http://www.samaritans.org)

Tel: 0800 917 7224

Tel: 0808 808 1677

Tel: 0800 169 2081

Tel: 0800 634 9494

Tel: 116 123

### *Registering a Bereavement*

If someone you know has died, even if years ago, The Bereavement Register can help you reduce the amount of online mail sent to their address, stopping promotional mailings about products and services.

[www.thebereavementregister.org.uk](http://www.thebereavementregister.org.uk)



## Checklist of Things to Do

### People to tell

- Car Insurance (*You are not legally insured to drive if your policy is in the deceased's name*)
- Social Services (*re. Services or Equipment*)
- Hospital and/or Family Doctor (*to cancel medical arrangements*)
- Employer and Professional Associations
- School, College or Employer (*if a young person's relative or friend has died*)
- Inland Revenue (*re. Tax on investments, self-employed earnings etc.*)
- Department for Work and Pensions (*re. direct payments into bank account etc.*)
- Local Government (*to cancel Housing/Council Tax benefits*)
- Local Housing Department (*if housing association occupier*)
- Gas, Electricity and Telephone Companies
- Post Office (*to redirect mail*)
- Credit Card Companies (*re. outstanding payments*)
- Bank and other accounts (*change of name*)
- Investments and Insurance Policies (*change of name*)

### Items to return

*(with a short note of explanation and date of death)*

- All state benefit documents (*retain details of each document returned*)
- Passport (*address from Post Office*)
- Driving License (*address from Post Office*)
- Vehicle Registration Documents (*for change of ownership*)
- Car Insurance and T.V. License (*change of name or claim refunds*)
- Season Tickets and Club Membership Cards (*Claim refunds*)
- Library books and tickets
- National Insurance Papers
- NHS equipment

Some of the above may be done on your behalf by the Registration Service.

Please Note: Your financial circumstances may now have changed and you could be eligible for various state grants and allowances. Your local Citizens Advice Bureau will have details and be pleased to help you.

Golden Charter Funeral Plans from **Grassby Funeral Service**

# Making sure everything goes to plan



**Golden Charter**  
Funeral Plans 

The UK's largest independent funeral plan provider  
[www.yourfuneraldirectors.co.uk](http://www.yourfuneraldirectors.co.uk)

A funeral plan leaves nothing to chance and provides **peace of mind** for you and those you care about.

We recommend funeral plans from Golden Charter, the UK's largest provider of plans to independent funeral directors like us. With a Golden Charter funeral plan you'll benefit from:

- **Fixing the cost** of our services at today's prices
- **Reassurance** for your family – no uncertainty or difficult decisions
- **Complete flexibility** to choose the funeral you want

Taking out a funeral plan is one of the most **thoughtful decisions** you could make.

**Grassby Funeral Service**, 8 Princes Street,  
Dorchester, Dorset DT1 1TW.

**(01305) 262338**

**Grassby Funeral Service**

**8 Princes Street**

**DORCHESTER**

**Dorset**

**DT1 1TW**

**Tel: 01305 262338**

**Fax: 01305 251049**

**Email: [info@grassby-funeral.co.uk](mailto:info@grassby-funeral.co.uk)**

**[www.grassby-funeral.co.uk](http://www.grassby-funeral.co.uk)**