



Solihull Registration & Bereavement Services Out of Hours Burial Service at Widney Manor Cemetery (Weekends and Bank Holidays)

If you need to make arrangements for a burial on a Saturday, Sunday or a bank holiday, you firstly need to obtain the relevant certificate from the Registrar at Solihull MBC or a coroner's 'Order for Burial' from the Coroner for the district where the death occurred.

If the death occurred in Solihull you should contact our out of hours service on telephone number 0121 704 8002, they will arrange for a Registrar to call you back as soon as possible to make arrangements for the burial to proceed. The Registrar will also arrange a time for you to attend Solihull Register Office to record relevant information and issue the relevant certificate.

Due to daylight hours burial times are different in the winter and summer.

Winter (1st October – 31st March)

Between 1st October and 31st March if you contact us before 12 o'clock midday in most cases the burial will take place the same day. If you contact us after 12 o'clock midday the burial will take place the next day.

Summer (1st April to 30th September)

Between 1st April and 30th September if you contact us before 3pm in most cases the burial will take place the same day. If you contact us after 3pm the burial will take place the next day.

If there is any reason that the burial cannot take place as described the Registrar will talk to you about this and explain why.

Arranging the Burial

Once you have obtained the relevant certificate from the Registrar or a coroner's 'Order for Burial' the Registrar will ask you to provide the information listed below:

- A contact telephone number (preferably a mobile number)
- Full name and address of deceased person
- Proof of residency for the deceased person (this can be a Driving licence, household bill, bank statement etc)
- The reference number on the certificate from the Registrar (green document) or the coroner's name on the 'Order for Burial' (white document)
- Age of deceased person

- Size of the coffin to be used. This is usually provided by the funeral director however if you are not using a funeral director you will need to let us know the length and width of the coffin.
- Preferred time for the burial.
- The Registrar will contact a representative at the cemetery. Providing that all of the information is correct they will confirm that the burial can go ahead.

Attending the burial

When attending the burial you will be asked to confirm the following:

- That a coffin is being used.
- A name plate is attached to the coffin stating full name and age of the deceased.

You will also need to provide:

- Two forms of identification (this can be a Driving licence, household bill, bank statement etc)
- The original certificate from the Registrar (green document) or the coroner's 'Order for burial' (white document) (*The burial cannot take place without one of these certificates*)

If you want to fill the grave in yourself after the burial you will also need to complete a 'Waiver Form' which can be obtained from the Registrar or the representative at the Cemetery.

After the burial

The person arranging the burial must take the completed out of hours booking form and payment to the Robin Hood Cemetery office on the next working day (usually a Monday except for bank holidays). The register office is unable to accept payment.

Please note: we are unable to provide a cremation service on weekends or bank holidays – please contact Robin Hood Cemetery and Crematorium during office hours for further details

Contact information (during normal office hours)

Robin Hood Cemetery and Crematorium

Streetsbrook Road,
Solihull,
B90 3NL
Tel: 0121 744 1121
Fax: 0121 733 8674
Email: robinhoodcemetery@solihull.gov.uk

Solihull Register Office

Homer Road,
Solihull,
B91 3QZ
Tel: 0121 704 8002
Email: connectcc@solihull.gov.uk

