

Registration, Celebratory & Coroners Services

Bereavement Guide

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We're here to help

How can Lincolnshire County Council help you?

Lincolnshire County Council's Registration Service has produced this guide to help you through this difficult time. When someone close to us dies, the feelings of shock, sadness, loss and bewilderment can take over our lives.

We are sorry for your loss and will try to help you and offer the information that we know you are likely to need in the next few weeks and months. We suggest what the priorities might be, and explain how, where and when you can register the death.

Losing a loved one presents many challenges when you feel least able to deal with them. We will let you know what is required by law and what choices you have in order to arrange the funeral. There is a section with information about managing the estate. Organisations providing support are also listed should you wish to contact them.

It is our aim to provide a sympathetic, helpful and timely service to assist you with the necessary decisions and arrangements. It is important to us that you have the best and clearest information and guidance to make sure that the arrangements you make are the ones that are best for you and your family.

Donna Sharp
Proper Officer & Head of Service
Registration, Celebratory & Coroners Services



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Registration

A death must legally be registered within 5 DAYS (where there is no Coroner Involvement)

What you must do when someone dies

You won't be able to do everything right away, but in the first few days it is important that you:

Obtain a Medical Certificate of Cause of Death signed by a doctor or, if the Coroner is involved, take instructions from the Coroner's Officer regarding registration of the death

Register the death at the Registration Office. You will find details of how to do this in the section on 'Registration'

Contact a funeral director, if you intend to use one. If the death occurs at home or in a nursing home the funeral director will need to be contacted to move the deceased to a Chapel of Rest (Addresses and useful telephone numbers are listed in a separate section)

Begin arrangements for the funeral. You should check the deceased's will for any special requests.

Before a death can be registered

The death will be registered by the Registration Officer in the district in which the death occurred. If the death occurred in Lincolnshire, it may be registered at any Registration Office within the county. A death must be registered within 5 days, unless the Registration Officer says that this period may be extended, or if the Coroner is involved.

To prevent any unnecessary waiting, all Registration Offices in Lincolnshire operate an appointment system.

Please telephone the Customer Service Centre on 01522 782244 for an appointment as soon as the Medical Certificate of Cause of Death has been issued to you by the doctor of the deceased (who may be either a General Practitioner or a hospital doctor), or on/after the date it is to be issued. Please take the certificate with you when you attend the Registration Office.

Who can register a death?

It is preferable for a relative present at the death or another relative to register the death. If there are no relatives, then it is possible for other persons to register:

Person present at the death

Person causing the body to be cremated/buried

Occupier (Bereavement Officer at Hospital or Manager at Care Home).

You should allow approximately 45 minutes for the registration.

Please be aware that in most legal situations a person who has died is referred to as the deceased. This wording has been used in this guide. Registration Officers, Coroners and their staff understand that the person who has died was a unique individual.

Some things just need to be right.

We are here to help you with all aspects of arranging a funeral.

When you've just suffered a bereavement, the thought of planning a funeral can be very overwhelming, especially if it's not something you've done before.

There are lots of arrangements that need to be made and we are here to do all we can to help guide you through a particularly difficult life situation.

Our easy to use website will inform you about all aspects of funeral planning. We've also created an online checklist which is a quick reference list of all of the items involved in funeral planning.

We would recommend that you contact us as soon as you feel able to, as this can greatly help us to guide you through each step of arranging a funeral.

But remember – whatever you need, the Robert Holland team are here to help, we have decades of experience in funeral planning and are happy to assist in any way we can.

RH

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Locations

Registration Offices

www.lincolnshire.gov.uk/registration

Lincolnshire Registration Offices are located at:

BOSTON

Municipal Buildings, West Street PE21 8QR

BOURNE

3 Abbey Road PE10 9EF

GAINSBOROUGH

Richmond House, Morton Terrace DN21 2RJ

GRANTHAM

Totemic House, Caunt Road NG31 7FZ

HORNCASTLE

Foundry Street LN9 6AQ

LINCOLN

4 Lindum Road LN2 1NN (Sat Nav: LN2 1LP)

LONG SUTTON

Swapcoat Lane PE12 9HB

LOUTH

Town Hall, Eastgate LN11 9NH

SKEGNESS

Aura Skegness Business Centre, Heath Road PE25 3SJ

SLEAFORD

NKDC offices, Kesteven Street NG34 7EF

SPALDING

South Holland District Council Offices PRIORITY Road PE11 2XE

STAMFORD

33 Ryhall Road PE9 1UF



hospitals



registration offices

You will need to make an appointment to register a death.

Please contact our Customer Service Centre on 01522 782244.

United Lincolnshire Hospitals

www.ulh.nhs.uk

Hospitals are located at:

BOSTON

Pilgrim Hospital, Sibsey Road, Fishtoft PE21 9QS

(01205) 364801

GAINSBOROUGH

John Coupland Hospital, Ropery Road DN21 2TJ

(01427) 816500

GRANTHAM

Grantham and District Hospital, 101 Manthorpe Road NG31 8DG

(01476) 565232

LINCOLN

Lincoln County Hospital, Greetwell Road LN2 5QY

(01522) 512512

LOUTH

County Hospital Louth, High Holme Road LN11 0EU

(01507) 600100

SKEGNESS

Skegness Hospital, Dorothy Avenue PE25 2BS

(01754) 762401

SPALDING

Johnson Community Hospital, Spalding Road, Pinchbeck PE11 3DT

(01775) 652000

Registration

Where to register a death

A death must be registered in the district where the death occurred.

If the death occurred in Lincolnshire it may be registered at any Registration Office in the county. You will need to make an appointment by contacting our Customer Service Centre on 01522 782244. Immediately following the registration you will receive the forms you will need to proceed with the funeral and also have the opportunity to purchase death certificates.

Registering a death by declaration

If it is not possible for you to attend a Registration Office in the district where the death occurred, you may register the death 'by Declaration' at any Registration Office in England and Wales. You will be asked to provide the necessary information and to sign a declaration, which will be posted to the relevant Registration Office in the district where the death occurred.

Please note, using the 'by Declaration' procedure could delay your receipt of death certificates and the forms you will need to proceed with the funeral.

What information will be required by the Registration Officer?

The following information will be required from you for registration of the death:

Your relationship to the deceased or your qualification to register the death

Your full name

Your usual address

The date and place of death

The full name of the deceased (and maiden name where applicable). Any previous names which may have been used

The date and place of birth of the deceased

The deceased's occupation (and the full names and occupation of their spouse/civil partner)

The deceased's usual address

Whether the deceased was in receipt of a pension from public funds

If the deceased was married or in a civil partnership the date of birth of the spouse/civil partner

The deceased's National Health Service number or the medical card itself, if possible.

It would be useful if the person registering the death could bring the deceased's birth and marriage certificates, although these are not essential.

Please bring identification and address confirmation for yourself.



Funeral Services

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39 South Street
T: 01507 463 444

Boston

5 South Square
T: 01205 362 512

Bracebridge Heath

22 Grantham Road
T: 01522 529 406

Caistor

Unit 3, 16 High Street
T: 01472 859 222

Coningsby

36 High Street
T: 01526 345 999

Gainsborough

North Street
T: 01427 612 131

Holbeach

2-8 Church Street
T: 01406 422 333

Horncastle

2 Market Place
T: 01507 523 385

Lincoln

11 Proctors Road
T: 01522 535 800

Lincoln

Tritton Road
T: 01522 534 971

Long Sutton

West Street
T: 01406 363 648

Louth

134, Eastgate
T: 01507 603 519

Mablethorpe

Clifton House,
High Street
T: 01507 473 440

Market Rasen

1 King Street
T: 01673 842 788

Sleaford

Duke Street
T: 01529 306 311

Spalding

St John's Road
T: 01775 723 199

Spilsby

15 The Terrace
T: 01790 752 334

Sutton On Sea

Trusthorpe Road
T: 01507 441 271



For the full listings of our
funeral homes please see

www.lincolnshire.coop/funeral   

Registration

Certificates and Forms

A form is issued for you by the Registration Officer, to take to the funeral director. In some circumstances, this may be issued by the Coroner and not the Registration Office.

You may also need to purchase death certificates (no free certificate is issued). A death certificate is a certified copy of the entry in the Death Register. Death Certificates can be required by banks, building societies, solicitors and for some insurance and pension claims. Most companies will return the certificate to you. You may purchase as many certificates as you wish at the time of registration and they can also be ordered after the registration at a later date for the same cost.

Coroners

In certain circumstances, the death will be referred to the Coroner by the doctor or the Registration Officer. The Coroner will decide to do one of three things:

They may decide no action is necessary and inform the Registration Officer

They may decide to hold a post mortem examination, in which case a Form 100B will be issued by the Coroner to the Registration Officer to be used instead of the Medical Certificate of Cause of Death

They may decide to open an investigation or hold an Inquest. The Coroner's Officer will advise you what to do in these circumstances. See Page 13 for more information.

The documents you will receive from the Registration Officer

After the information has been recorded into the death register, the Registration Officer will issue the necessary forms and certificates.

If a post mortem is not being held, the Registration Officer will give you:

A Certificate for Burial or Cremation (often called the 'green form') giving permission for the body to be buried or for an application for cremation to be made

Note: If the deceased is to be buried or cremated outside of England or Wales, the Coroner will issue the necessary forms

A Certificate of Registration of Death (form BD8) issued for the Department for Work and Pensions (DWP)

Information about which organisations have been notified if Tell Us Once (TUO) has been taken up.

You will be able to buy one or more death certificates.

www.gov.uk offers information on what to do after a death in England or Wales, as well as advice on probate and administrative issues.

Examples:

When someone has died	Document to be issued	You will get this from the following
The death is not referred to the Coroner	Medical Certificate of Cause of Death	Doctor or Hospital Bereavement Officer
A baby is stillborn	Medical Certificate of Stillbirth	Doctor, Midwife or Hospital Bereavement Officer
The death is referred to a Coroner, but there is no Inquest and no Post Mortem	Notification by the Coroner (peach form 100A). This form is sent to the Registration Office but a Medical Cause of Death Certificate will also be issued	Coroner (the Coroner sends this directly to the Registration Officer). The Medical Certificate of Cause of Death is normally given to the informant by the Doctor or Bereavement Officer
The death is referred for further examination and a Post Mortem is held	Notification by the Coroner (pink form 100B)	Coroner (the Coroner sends this form directly to the Registration Officer)
There is an inquest and the body is to be buried	Order for Burial	Coroner (the Coroner sends this directly to the Funeral Director)
There is a Post Mortem or an inquest and the body is to be cremated	Coroner's Certificate for Cremation	Coroner (the Coroner sends this directly to the Crematorium)
The body is to be removed out of England and Wales	Removal Notice	Coroner (the Coroner sends this directly to the Funeral Director)
The body is to be brought into England or Wales	Evidence that the death has occurred elsewhere. The death is not registered here but a certificate must be issued for a cremation or burial to take place in England and Wales	Coroner or Registration Officer. Usually the paperwork is issued by the Coroner but sometimes the Registration Officer will issue a Certificate of No Liability to Register

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Wildlife - by creating a bio-diverse landscape we are encouraging a good balance of wildlife. The meadow and surrounding land is benefiting a range of species.

- We encourage families to take as much part in the ceremony as they feel able.
- Burial takes place in a fully biodegradable coffins, caskets or shrouds made from natural materials.
- Adjoining plot/s may be reserved for a spouse or other family members.
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Tell Us Once (TUU)

In Lincolnshire we offer a free, secure and confidential service called 'Tell Us Once' (TUU) immediately following a death registration. This service informs the Department for Work and Pensions and other Central and Local Government Departments of the death. The Customer Service Centre will give you more details when you book the appointment.

Losing a loved one is hard enough without the stress of paperwork and telephone calls you will need to make. Research has shown that the average bereaved family contacts Central and Local Government seven or eight times following a bereavement.

Tell Us Once and the Registration Service aims to ease this burden, via computer, allowing you to tell multiple Government agencies about a death at the same time making it easier and less stressful for you.

A death must legally be registered within five days. To make an appointment to register a death please contact our Customer Service Centre on 01522 782244. The 'Tell Us Once' service will be explained to you when you contact us to make an appointment.

Where applicable, Tell Us Once will pass details to these departments:

- Adult Social Services
- Attendance Allowance
- Blue Badge parking permit
- Bus Pass
- Child Benefit
- Child Tax Credit
- Council Housing
- Council Tax
- Council Tax Benefit
- Disability Living Allowance
- Driver and Vehicle Licensing Agency
- Electoral Services
- Employment Support Allowance
- Her Majesty's Passport Office
- Housing Benefit
- Income Support
- Jobseeker's Allowance
- Overseas Health Team
- Pension, Disability and Carers Service
- Taxation Office
- Tax help for older people
- War pensions scheme
- Working Tax Credit
- Some Government/NHS Pensions.

The relevant departments, we notify on your behalf, will contact you directly if they need any more information to process any changes in circumstances.

If you wish to use the service, it would be useful to bring the following information with you to the appointment:

- Deceased's National Insurance Number
- Deceased's surviving husband, wife or civil partner's National Insurance Number
- Next of kin's name, address and telephone number
- Information about any benefits and services the deceased may have been receiving (e.g. state pension, income support, housing benefit, library card etc)
- Name and address of the person dealing with the deceased's estate (if different)
- Driving Licence (if held), or Driver Number if licence not available
- Passport (if held) or Passport Number if passport not available
- Blue Badge (if held).

If you are unable to locate any of this information/documents in time for your appointment, please don't worry, you will still be able to use the service later by telephone. The Registration Officer will give you a unique reference number and a telephone number to call.

When you leave the death registration appointment, you will be given a letter with a reference number. This shows the departments we have notified on your behalf, together with contact details in case of a query.

We will treat all your information securely. The organisations that we give your information to will use it to update their records, but only as the law allows.

The Tell Us Once service is a project between County Councils, District and Borough Councils and departments across Government.

The Coroner

The Lincolnshire Coroners Service covers all of the county. The Area and/or Assistant Coroners act when the Senior Coroner is not available. In doing so they exercise the full powers of the Senior Coroner.

The Senior Coroner for Lincolnshire is Mr Timothy Brennand. The Area Coroner is Mr Paul Smith. The Assistant Coroners for Lincolnshire are Dr Murray Spital and Mr Paul Cooper.

What happens if the death is referred to a Coroner?

Coroners hold office under the Crown and are independent judicial officers. Coroners are usually lawyers or may be doctors and must work within The Coroners and Justice Act (2009). The Chief Coroner gives guidance on standards and practice.

When is a death reported to the Coroner?

- When the deceased was not seen by a doctor during their final illness
- When a doctor was unable to certify the death
- When a doctor has not seen the deceased within the 14 days before death or after death
- When the certifying doctor has not been in medical attendance of the deceased
- When the cause of death is unknown
- Where death occurs during/because of an operation/medical procedure or before recovery from the effect of any anaesthetic
- When the death is sudden and unexplained or is in suspicious circumstances
- When the death may be due to an industrial injury or disease, an accident, violence, neglect, abortion or any kind of poisoning
- When death occurs in police custody, prison or state detention.

How is a death reported?

Where a death occurs in any of the previously mentioned circumstances, it is usually reported to the Coroner by the police or by a doctor. A Registration Officer or Next of Kin may also report a death to the Coroner.

The Registration Officer must await the outcome of the Coroner's enquiries before registering the death. These enquiries can take some time and in such cases it is always best to contact the Coroner's Office before making the funeral arrangements.

What will the Coroner do?

The Coroner may be able to establish that the death was due to natural causes and that a doctor is able to issue a medical certificate giving a cause of death. If the Coroner is unable to establish that the death was due to natural causes, then they will arrange for a post mortem examination to be performed which may show that the death was due to natural causes. The Coroner will then issue corresponding paperwork to the Registration Officer. The Next of Kin will need to attend a Registration Office in order to register the death and obtain a Death Certificate.

Who removes the deceased?

The police or Coroner's Officer will contact a local funeral director on behalf of the Coroner to arrange removal of the deceased from the place of death. They may then transfer them to the hospital for post mortem examination if required. You are not obliged to use this funeral director to carry out the funeral arrangements and can contact your own choice of funeral director with regards to the funeral.

What happens if a natural cause of death cannot be established immediately?

If a natural cause of death cannot be established immediately the Coroner will carry out further investigations. The Coroner may ask a pathologist to examine the body and carry out a post mortem examination (also known as an autopsy). This examination must be carried out as soon as possible. He may also request toxicology, histology, and reports from organisations and doctors involved with the deceased. The Coroner will be able to issue a Fact of Death Certificate. Depending on the outcome from the further investigations the cause of death may still be natural causes. In these circumstances, the death will still need to be registered at a Registration Office. If the outcome of further investigations finds that the death is not from natural causes, then an inquest will have to take place.

Registering the death

Once the Coroner has determined the cause of death and decide if they will not hold an inquest, they will issue a Certificate to the Registration Officer which will enable you to formally register the death. To make an appointment to register the death in Lincolnshire, please telephone our Customer Service Centre on 01522 782244.

If the Coroner holds an inquest, they will send a report to the Registration Officer. The Registration Officer will register the death without you having to attend. A few days after the inquest has taken place, any person requiring death certificates should contact the Customer Service Centre for advice on 01522 782244.

For more detailed information on the Coroners Service please see the following link:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/363879/guide-to-coroner-service.pdf

The Coroner, where possible, will consider any specific requests regarding the post mortem in relation to religious or cultural traditions. If families have any specific concerns regarding the type of post mortem (invasive/non-invasive), or having a representative present, they should discuss this with the Coroner as soon as possible.

Inquests

What is an inquest?

An inquest is a public court hearing held by the Coroner to establish who died and how, when and where the death occurred. The purpose is to discover the facts of the death, not to apportion blame on any individual or organisation.

Why is there an inquest?

If it was not possible to find out the cause of death, the death was unnatural, or the death occurred in state detention the Coroner has to hold an inquest to complete the investigation. The only exception is if there is a police prosecution in relation to a death.

Opening an inquest

Where an inquest is required the Coroner will open the inquest as soon as possible. This hearing is normally very brief; the Coroner will then immediately adjourn the inquest until a later date when the necessary reports and documents are available.

What is a pre-inquest review?

Occasionally, the Coroner will hold one or more hearings before the inquest which are known as pre-inquest reviews. This normally happens when the circumstances of the death are complex and there needs to be legal discussion about the scope of the inquest.

Who can attend an inquest?

Inquest hearings are always held in public. A Coroner's Officer may be in attendance and relatives of the deceased will be invited to attend. Witnesses who have been summoned to give evidence will also attend. Members of the public and the media are allowed to attend.

What happens at an inquest?

The Coroner will introduce the inquest explaining who everyone is and what will be happening. The Coroner will then call and question the relevant witnesses who have to give evidence either by swearing an oath or making a declaration. Family members and other Properly Interested Persons can ask questions of the witnesses after the Coroner has done so. The Coroner will read out any statements that are to be taken as documentary evidence. The Coroner will then summarise the evidence and pronounce the conclusion (or where there is a jury, give them directions as to the range of conclusions which they can consider). The Coroners Court Support Service may be present to provide the family and witnesses with practical and emotional support throughout.

Will the inquest be reported by the press?

Journalists may attend the inquest and report on what has taken place. Anything read out at the inquest may be reported on. The Coroner's Office will not release any information to the media which has not already been made public through the inquest. If you have any concerns about what has been published by the media you can get advice from the Independent Press Standards Organisation (IPSO) by telephone on 0300 123 2220.

Coroners Court Support Service (CCSS)

The Coroners Court Support Service (CCSS) is a charity run organisation of volunteers, providing emotional and practical support to families and witnesses during Coroners Inquests. This is a wonderful service which we hope will provide much needed support to families and witnesses throughout what can be a very upsetting and sometimes distressing time.

Must a witness attend an inquest?

If a witness lives in England or Wales they must attend if they have been summoned. It is an offence not to attend and the Coroner may issue a warrant enforcing the witness to attend or issue a fine for non-attendance.

Am I a Properly Interested Person?

A Properly Interested Person can include, but is not exclusive to, direct relatives (spouse, siblings, children and parents), executor, a person or organisation who may have contributed to the death, and medical personnel who were involved with the deceased prior to death.

Inquest conclusions

The Coroner comes to a conclusion at the end of the inquest. This will include determining who died, and where, when and how they died. The death will usually be recorded as accident, misadventure, natural causes, industrial disease, suicide, open or narrative.

How do I get a death certificate after an inquest?

The next of kin will be written to, informing them of the conclusion and how to apply for copies of the death certificate. After an inquest a relative does not need to attend an appointment to register the death.

What happens when someone has been charged with causing the death?

In these circumstances the Coroner will adjourn the inquest until after the criminal court proceedings have been concluded. It may then be unnecessary to reopen the inquest.

What if future deaths may be prevented?

Sometimes at an inquest evidence will show that something could be done to prevent other deaths. If this is the case the Coroner will inform the inquest. The Coroner must write a report to the organisation or person that may have the power to take action. A copy of this report will be sent to Properly Interested Persons. The organisation or person must respond within 56 days. The Coroner must send the report and the response to the Chief Coroner of England and Wales.

Can I get a copy of the documents used at the inquest?

Properly Interested Persons can apply in writing to the Coroner for copies of the following: the Record of Inquest, all other documents used as evidence during the inquest, the Coroner's inquest notes, and a recording of the inquest may all be supplied for a fee. An estimate of the fee can be provided in advance if requested.

How is a stillbirth defined?

A stillborn child is legally defined as a child born after the 24th week of pregnancy who did not, at any time after being born, breathe or show any other sign of life.

What you need to do to register a stillbirth

When a child is stillborn, a doctor or midwife will issue a Medical Certificate of Stillbirth. The person who registers the stillbirth must take this certificate to the Registration Officer. Every stillbirth in England or Wales must be registered in the district in which it takes place.

If the stillbirth occurs in Lincolnshire

You will be able to make an appointment to attend any of the Registration Offices in the county.

If you live outside Lincolnshire or the stillbirth occurs outside Lincolnshire

There is a facility to register a stillbirth 'by Declaration'. This enables you to make a declaration to a Registration Officer in your local Registration Office and does not depend on where you live, or where the event took place. Please note that registration 'by Declaration' does result in a delay in the issue of the document needed for the funeral arrangements.

Who can register a stillbirth?

PARENTS MARRIED TO EACH OTHER

If the parents of the child were married to each other at the time of the stillbirth (or conception) either the mother or the father may register the stillbirth.

PARENTS NOT MARRIED TO EACH OTHER

If the parents were not married to each other at the time of the stillbirth (or conception), information about the father may only be entered in the register in the following circumstances:

- If the mother and father go to the Registration Office and sign the stillbirth register together
- Where the father is unable to go to the Registration Office with the mother, the father makes a statutory declaration acknowledging his paternity, which the mother must produce to the Registration Officer (this form may be obtained from any Registration Office in England or Wales)
- Where the mother is unable to go to the Registration Office with the father, the mother makes a statutory declaration acknowledging the father's paternity, which the father must give to the Registration Officer (this form may be obtained from any Registration Office in England or Wales).

If the parents of the stillborn child cannot register the stillbirth the following are qualified to do so:

- The occupier of the house or hospital where the child was stillborn
- A person who was present at the stillbirth
- A person who is responsible for the stillborn child
- A person who found the stillborn child (where the date/location of the birth are unknown).

What certificates will be issued?

A certificate of registration will be issued, free of charge to the person who registers the stillbirth.

After a stillbirth has been registered, full certificates may be purchased at the time of the registration or at any time afterwards by the mother or the father (the father's details would need to be recorded in the register for him to be able to obtain a certificate).

Any application for a certificate from someone who is not the mother or father should be sent to the General Register Office, Certificate Production, PO Box 2, Southport PR8 2JD, giving full details of the purpose for which the certificate is required.

Certificate for burial or cremation

The Registration Officer will issue a certificate for the burial or cremation of the stillborn child. The certificate is required by the funeral director or the person who is making the arrangements.

A funeral cannot take place until this certificate is given to the burial authority or the crematorium. If there is a delay to the registration, it is possible for a certificate for the burial to be issued before registration provided the stillbirth does not need to be reported to the Coroner. A certificate for cremation cannot be issued before the registration.

Information to be supplied for the registration of a stillborn child:

FOR THE CHILD

- Date and place of stillbirth
- The forename(s) and surname, if the parents wish to name the stillborn child
- Sex of the child.

FOR THE FATHER (where this information is to be entered into the register)

- Forename(s) and surname
- Date and place of birth
- Occupation at the time of the stillbirth or, if not employed at that time, the last occupation.

FOR THE MOTHER

- Forename(s) and surname
- Maiden surname if the mother is, or has been married
- Date and place of birth
- Occupation at the time of the stillbirth or, if not employed at that time, the last occupation
- Usual address at the date of the stillbirth
- Date of marriage, if married to the stillborn child's father at the time of the stillbirth
- Number of previous children.

There are many organisations that can help you following bereavement. Please turn to page 26 'Help is at Hand' for more information.

Who We Are

The Coroners' Courts Support Service (CCSS) is an independent charity founded in 2003. Trained volunteers offer free, confidential, emotional support and practical help to bereaved families, witnesses and others attending an Inquest at some of the Coroners' Courts in England. We can signpost people to other appropriate organisations and prior to the Inquest we can give you support and information via our telephone helpline.

Your Experience

Any death can have a devastating impact on the bereaved, but when that death is sudden, unexplained or of an unknown cause it can only add to the negative impact on families. Strangers such as the Police, Coroner's Office or the Pathologist may have to become involved in the death.

This can feel like an unwanted intrusion for the family at what should be a very private time. It is not unusual to feel confused and as if you are losing control. Bereavement is a universal experience, yet it will be unique to each of us and it is natural to feel intense grief after someone dies. Usually people are resilient and manage to cope with difficult experiences but, when someone close to us dies, we can't imagine living without them in our lives and the loss can be a physical pain. Family and friends can often feel helpless when seeing a loved one in so much distress.

Impact of Bereavement

Bereavement and trauma can affect people in different ways and it is not unusual to feel shock, denial, anger, sadness and despair at any time. You may lose confidence, feel powerless and that the future holds no hope. You may feel isolated and anxious and your physical and mental health may suffer. All these are common reactions. Some people find that attending the Inquest can make them feel like the death was only yesterday and their grief is overwhelming.

There is no 'normal' response to the death of a loved one and nor is there a timeline as to when you might 'recover'. Sometimes it is just about acceptance of what has happened and getting through one day at a time when all seems too much to bear. You may also have to take on additional responsibilities that are new to you.

The Inquest

An Inquest can be a traumatic experience for anyone involved. We understand that a Coroner's Court can be a bewildering place to attend. As a bereaved family member or a witness, it is an event of which you may have little or no understanding or control. The difficult circumstances that surround a death requiring an Inquest already complicate the grieving process and can often delay it. You may also feel you have been waiting and hoping for something to change once the Inquest is over.

Our aim is to help, guide and support everyone attending an Inquest. The CCSS's trained volunteers will support people through the often complicated and confusing process and explain the Inquest procedure to you, helping you have a much better understanding of your role within this often unfamiliar environment.

These are the experiences of some people we have helped:

"I felt so lost and lonely being far from home as well as dealing with the sad death of my ex-partner and father of my son. If you were not there, I have no idea how I would have handled it all"

"The volunteer was so helpful in explaining the procedures and looking after us throughout and afterwards.

We couldn't have got through it without her"

"I felt calmer and more empowered, so I felt that I understood what was going on and it made the whole Inquest an extremely satisfactory and cathartic experience"

Our Volunteers meet anxious and distressed people every day from many different backgrounds, circumstances and lifestyles and understand the importance of supporting everyone attending with a non-judgemental attitude. Please contact us or check our website to see in which Coroners' Courts our volunteers support people.

We can also signpost people to other appropriate organisations that may be able to help in the long term.

Helpline
0300 111 2141

Open Mon-Fri: 09:00-19:00 | Sat: 09:00-14:00

helpline@ccss.org.uk
coronerscourtsupportservice.org.uk

The Coroners Court Support Service is a charity that relies on donations to help deliver their service and train more volunteers. If you would like to make a contribution then please donate via:

Coronerscourtsupportservice.org.uk – click on 'Your Support' tab

You can donate by going to <https://uk.virginmoneygiving.com/giving/>

Funeral Directors

What is the role of the funeral director?

The majority of people choose to use a professional funeral director. This can help at what is generally a stressful time. Your funeral director can advise you about the options available to you.

Choosing a funeral director

Friends, family, clergy or your doctor may be able to recommend local funeral directors. Many Lincolnshire companies are also listed in this publication. Some funeral directors are members of one or two trade associations:

- National Association of Funeral Directors (NAFD)
- Society of Allied and Independent Funeral Directors (SAIF).

Member firms must provide you with a price list on request and cannot exceed any written estimate they give you without your permission.

The following questions and factors will help in your choice of funeral director:

- Location of the funeral director's premises
- Do they belong to a trade association?
- What is the range of services provided?
- What are the costs?
- Do they come recommended by those who have used the service?
- How are you treated by the staff?
- Are they a large or small firm, a family business or company?

Most funeral directors will provide the following services as a minimum:

- Take care of all necessary arrangements
- Provide appropriate staff
- Provide a suitable coffin
- Transfer the deceased from the place of death to the funeral director's premises
- Care for the deceased prior to the funeral
- Provide a hearse to the cemetery or crematorium
- Arrange for burial or crematorium as appropriate.

R. ARNOLD

FUNERAL DIRECTORS

Independent Family Funeral Directors
Established 22 years

*We take care of the smallest of details
with compassion and dignity,
we personalise every service for each family.*

57 NEWARK ROAD, LINCOLN

01522 542701

Alford: 01507 463200
Sutton-on-Sea: 01507 442300
Mablethorpe: 01507 473100



www.rarnoldfuneralservice.com


WHITE HART HOTEL
Bailgate | Lincoln | England

CELEBRATE THE LIFE

of your loved one

In your hour of need we understand how difficult the loss of a loved one can be, and we are here to accommodate you and your family through this trying and difficult time.

We have created a comforting Bereavement Package to help ease your planning.

For details call 01522 563 299
Email secretary@whitehart-lincoln.co.uk
Bailgate | Lincoln | LN1 3AR
Visit whitehart-lincoln.co.uk



Set in the stunning Lincolnshire countryside, Thonock Park provides tranquil surroundings with a range of suite's catering for between 20-300 guests, making Thonock Park the perfect venue to celebrate the life of your loved one with family and friends.

Our sensitive and dedicated team are on-hand to help you from creating menus to organising every detail, ensuring a simple, stress-free process during your time of loss.

For more information, please contact our Sales Team on 01427 613088 or email info@thonockpark.co.uk



www.thonockpark.co.uk

The Belt Road, Gainsborough, Lincolnshire DN21 1PZ



SOUTHVIEW PARK HOTEL

Dealing with the passing of a loved one is never an easy time.

At Southview Park Hotel we will help with the ease of saying goodbye.

Some occasions cannot be planned in advance so we are prepared to host short notice events in honour of your loved one following a funeral service.

Our Hamilton Suite is the more intimate of our function rooms and will be suitable for a smaller group of family and friends. The Trafalgar Suite is the larger function room and can hold up to 250 people. Both suites are on the ground floor for easy access.

We can suit the day to your needs including beverages, where you may only require tea and coffee or have the bar available for your use, at no additional charge for the use. We can do a selection of food options from seated to buffet, buffets can be from an afternoon tea style to a full decorated hand carved buffet.



BURGH ROAD, SKEGNESS, LINCOLNSHIRE PE25 2LA

01754 896060

hotel.reception@parkdean-resorts.com



Funeral Ceremonies

Religious or civil?

Your choice could be influenced by religious and cultural traditions, cost or personal preferences or by the expressed wishes of the deceased.

A traditional religious ceremony is chosen by many people in the UK and may well be your preference. Your funeral director will be able to assist you with the arrangements.

A civil non-religious ceremony can be conducted in any crematoria, non-religious burial ground or woodland 'green' burial site. The civil funeral ceremony uniquely and affectionately celebrates the life of the deceased and reflects their beliefs and values, the way they lived and the legacy they have left behind and typically includes a dignified eulogy/tribute and highly personal memoir, readings, poems and music. A professional celebrant will create a full script in consultation with the family or executor for this final act of love and respect and will conduct the ceremony after working closely with the bereaved family using a comprehensive framework regarding content, order of ceremony and style. Family members and friends may also wish to conduct a reading or add their own personal words of tribute and thanks.

Some simple ways to personalise any funeral service:

- You may wish to select some pieces of music which were personal favourites of the deceased. Traditional organ music may be an option or you might prefer a CD, iPod or live music
- Many traditional hymns are essentially religious and can be comfortingly familiar
- You might want a favourite reading, poem/prose, personal story or a special memory to be included in the tribute
- Personal items on display help to reflect the person who has died and make the ceremony more unique and special. For example, scented candles, a personal possession or memento, a football shirt, a special throw or flag to drape over the coffin or a photograph
- A small card of remembrance or order of ceremony booklet could be created.

Keep in mind whether the service is trying to convey a sense of the celebration of life, a thanksgiving for a life or to reflect the pain and grief of loss.

Lincolnshire County Council's Registration and Celebratory Services introduced civil funeral ceremonies many years ago. For further details or if you would like to book a civil non-religious funeral celebrant, please telephone the Customer Service Centre on 01522 782244.

Words and books are often a great source of comfort and strength following bereavement and the library can help you in many ways:

- To find suitable poems or readings
- Providing practical contact details for organisations and sources of advice
- Books that may help you understand grief and loss
- Reading material of all kinds that will help to keep you well
- A calm place to be.

www.lincolnshire.gov.uk/libraries

What choices do you have for the funeral?

A funeral can be either by burial or by cremation. You can organise it with or without the help of a funeral director and personalise it as much as you wish. In some cases the deceased may have planned their own funeral in advance. There may be many different types of funeral and it is useful to remember that:

- You can decide for yourself what form the ceremony you choose should take
- You do not have to use a funeral director, although the vast majority of people do
- You can choose a religious, humanist or civil ceremony
- You can choose a ceremony that reflects religious beliefs or multicultural traditions
- Your ceremony does not have to take place in a crematorium or place of worship
- You don't have to hold the funeral ceremony in a licensed building, it can be held at your home or a woodland or green burial site
- You can be buried on private land, such as your own garden, as long as there is nothing in the deeds restricting the use of the property. Please refer to the Natural Death Centre's website, www.naturaldeath.org.uk for further information, including any legal aspects of which you must be aware.

How to arrange a funeral - What are your rights under law?

The main legal requirements in England and Wales are:

- The death has to be certified by a doctor or coroner
- The death is registered by a Registration Officer (of Births and Deaths)
- You may keep the body of the person who has died at home until the day of the arranged funeral
- The body should either be cremated or buried
- There is no legal requirement to have any kind of funeral ceremony at all.

What is a pre-planned civil funeral ceremony?

When we die, many of us like to leave everything organised for the loved ones who are left behind. This can include making a will and contacting a funeral director to pay in advance for our funeral.

However, how many of us consider the content of our own funeral ceremony? What kind of funeral do you really want? Would you like to include favourite readings, poetry or music?

Preparing a eulogy can be complicated, as there is often no one left after we die who can recall our early life. Equally our families may not know how we wish to be remembered in our funeral ceremony.

Funeral Ceremonies

Script only service

Lincolnshire Registration, Celebratory & Coroners Service offer a script only service giving you the option to pre-plan your own funeral ceremony with the help of one of our fully trained, friendly and experienced professional celebrants.

The celebrant will meet with you to discuss your wishes and gather information to prepare a detailed tribute that will capture your life, personality and the legacy you have made and will leave behind. You may like to include readings, poems and music, a hymn, prayer and moments of reflective silence can also be included if you wish.

After the meeting, the celebrant will produce your funeral ceremony according to your wishes, complete with a tribute reflecting your life and memories. You will have the opportunity to amend the ceremony until you are perfectly satisfied with its content. A final copy will be sent to you and a copy will be kept on our files for future reference. We suggest that you advise your family or executor that you would like this pre-planned ceremony to be used at your burial or cremation service.

A fee is payable for the preparation of your tribute/ceremony. On request we can also offer a review service enabling you to update your tribute/ceremony.

The ceremony is both a dignified tribute and highly personal memoir prepared for you by the celebrant. It is created using a comprehensive framework that allows you the freedom to make a range of choices regarding the content and style of your ceremony.

When the time comes, the people that you leave behind can be confident that the ceremony will be conducted according to your wishes. They will have the option of using one of our celebrants to conduct the ceremony or to nominate an alternative celebrant. A further fee would also be payable after death, if one of our celebrants is chosen to present the ceremony on the day of your funeral.

A memorial ceremony

A memorial may be appropriate in the following circumstances:

- To mark the anniversary of a loved one's death
- Following a small private funeral
- Acknowledge the stillbirth of a child
- When family, friends or colleagues live abroad and it may not be possible for them to make travel arrangements in time to attend the funeral
- When a body is donated to medical research
- When someone dies abroad and family and friends are unable to attend the funeral
- When a person has been lost/missing for some time and presumed to be deceased
- Annual group ceremonies for bereaved families.

A memorial ceremony doesn't have to be a solemn occasion. It is a chance for all who knew the deceased to gather, socialise and share their memories, anecdotes and thoughts. The ceremony will show warmth, sincerity and will uniquely and affectionately celebrate the life of the deceased. A detailed tribute is paid to them and to the life they lived.

Help Is At Hand

There are many organisations that can help and support you following bereavement

Aching Arms

T: 07876 504042

www.achingarms.co.uk

Bringing comfort after pregnancy and baby loss. In memory of babies lost too soon

Age UK Lincoln & South Lincolnshire

T: 01522 696000

www.ageuk.org.uk/lincoln

Advice for senior citizens, carers and friends

Bereavement Allowance

T: 0800 731 0469

www.gov.uk/bereavement-allowance/howtoclaim

To claim for Bereavement Allowance, contact the Job Centre Plus

The Bereavement Register

T: 0800 082 1230

www.thebereavementregister.org.uk

Stop unwanted mail. Register for free

British Organ Donor Society (BODY)

T: 01223 893636

Email: enquiries@charitychoice.co.uk

www.charitychoice.co.uk

Independent charity offering information and emotional support for recipients and families of organ donors

Child Bereavement UK

T: 0800 028 8840

www.childbereavementuk.org

Supports families facing bereavement following the loss of a child

Citizens Advice Bureau

T: 03444 111 444

www.citizensadvice.org.uk

Provides free, confidential and impartial information and advice on subjects including welfare benefits, housing and debt

The Compassionate Friends

T: 0345 123 2304

Email: helpline@tcf.org.uk

www.tcf.org.uk

Support for bereaved families

Cruse Bereavement Care

T: 07900 317732

National Helpline: 0808 808 1677

Email: lincoln@cruse.org.uk

www.cruse.org.uk

Provides nationwide support and information

Funeral Choice

T: 01983 754387

www.yourfuneralchoice.com

Provide free, independent information to help you find sensibly priced local funeral directors and services

Lincolnshire Centre for Grief and Loss (LCGL)

T: 01522 546168

www.lcgl.org.uk

Counselling following the loss of a loved one

Lullaby Trust Foundation for the Study of Infant Deaths (fsid)

24 hour helpline: 020 7233 2090

www.lullabytrust.org.uk

Support for bereaved parents and contact with local groups of other bereaved parents

The Miscarriage Association

T: 01924 200799

(answerphone out of office hours)

Email: info@miscarriageassociation.org.uk

www.miscarriageassociation.org.uk

UK support network and information on all aspects of pregnancy loss

National Association of Funeral Directors (NAFD)

T: 0121 711 1343

Email: info@nafd.org.uk

www.nafd.org.uk

Can provide a list of local firms who are members

SAIF Independent Funeral Directors

T: 0345 230 6777 or 01279 726 777

Email: info@saif.org.uk

www.saif.org.uk

Co-ordinating organisation for smaller independent funeral directors

Samaritans

T: 116 123 (UK) 24/7

Email: jo@samaritans.org

www.samaritans.org

Confidential and emotional support helpline for anyone in crisis

Stillbirth & Neonatal Death Society (SANDS)

Helpline: 0808 164 3332

(answerphone out of office hours)

Email: helpline@sands.org.uk

www.sands.org.uk

Offers understanding and emotional support to parents following the loss of a baby

Support After Suicide

www.supportaftersuicide.org.uk

Online portal offering help to those bereaved by suicide

St Barnabas, Lincolnshire Hospice

T: 0300 020 0694

www.stbarnabashospice.co.uk

Wellbeing support service, fully trained counsellors

UK Transplant NHS

T: 0300 123 2323

www.organdonation.nhs.uk

National organ donor register

Winston's Wish

T: 0808 8020 021

www.winstonswish.org

Practical support and guidance for bereaved children

Funeral Directors around Lincolnshire

BOSTON

Carr Funeral Service
Boston PE21 9DA
T: 01205 311300

F E Addelese & Son
Boston PE21 8PN
T: 01205 311303

Lincolnshire Co-op Funeral Home
Boston PE21 6HX
T: 01205 362512

BOURNE

Co-operative Funeralcare
Bourne PE10 9NB
T: 01778 395267

R J Scholes Funeral Directors
Bourne PE10 9HQ
T: 01778 394687

R J Scholes Funeral Directors
Deeping St. James PE6 8EN
T: 01778 380659

T R Carlton Independent Family Funeral
Directors
Bourne PE10 9EW
T: 01778 422240

GAINSBOROUGH

Cliff Bradley & Sons Funeral Directors
Gainsborough DN21 2EA
T: 01427 810619

Co-operative Funeralcare
Gainsborough DN21 1FT
T: 01427 613180

J E Thurlby Funeral Director
Gainsborough DN21 5NF
T: 01427 788312

Lincolnshire Co-op Funeral Home
Caistor LN7 6QF
T: 01472 859222

Lincolnshire Co-op Funeral Home
Gainsborough DN21 2HS
T: 01427 612131

Respect Direct Funeral Services
Gainsborough DN21 3AA
T: 01427 612992

GRANTHAM

Co-operative Funeralcare
Grantham NG31 6JN
T: 01476 570023

David Holland Funeral Director
Grantham NG31 6HW
T: 01476 594455

Price & Son Independent Family Funeral
Directors
Grantham NG31 6SH
T: 01476 593556

Robert Holland Funeral Director
Grantham NG31 6TS
T: 01476 594422

Townsend Moore Independent Funeral
Services
Grantham NG31 6BG
T: 01476 566933

HORNCASTLE

Lincolnshire Co-op Funeral Home
Horncastle LN9 5HD
T: 01507 523385

R H Turner & Son Funeral Directors
Horncastle LN9 5DX
T: 01507 522331

LINCOLN

Jonathan Whiting Independent Funeral
Directors
Lincoln LN5 8LB
T: 01522 589942

Lincoln & District Funeral Directors
Lincoln LN5 7QW
T: 01522 542027

Lincolnshire Co-op Funeral Home
Coningsby LN4 4RA
T: 01526 345999

Lincolnshire Co-op Funeral Home
Lincoln LN2 4LA
T: 01522 535800

Lincolnshire Co-op Funeral Arrangement
Office
Lincoln LN4 2LD
T: 01522 529406

Lincolnshire Co-op Funeral Home
Lincoln LN6 7QY
T: 01522 534971

Michael Sivill Funeral Director
Coningsby LN4 4RS
T: 01526 342779

Orchard Funeral Services
Lincoln LN3 4JU
T: 01522 754154

Orchard Funeral Services
Lincoln LN5 9BN
T: 01522 754154

Pat Cook Funeral Services
Lincoln LN1 3LS
T: 01522 522881

Priestley & Cockett Funeral Directors
Lincoln LN6 7UD
T: 01522 520606

R Arnold Funeral Services
Lincoln LN5 8LS
T: 01522 542701

Townsend Moore Independent Funeral
Services
Leadenham LN5 0PR
T: 0800 181 4595

Townsend Moore Independent Funeral
Services
Lincoln LN5 7LG
T: 01522 527888

LONG SUTTON

F E Walton & Son Funeral Directors
Long Sutton PE12 9JF
T: 01406 363264

Lincolnshire Co-op Funeral Home
Long Sutton PE12 9BN
T: 01406 363648

LOUTH

Kettle Funeral Directors
Louth LN11 9BX
T: 01507 600710

Lincolnshire Co-op Funeral Home
Louth LN11 9AA
T: 01507 603519

Lincolnshire Co-op Funeral Home
Mablethorpe LN12 1AU
T: 01507 473440

Lincolnshire Co-op Funeral Home
Sutton on Sea LN12 2LL
T: 01507 441271

R Arnold Funeral Services
Mablethorpe LN12 2DR
T: 01507 473100

R Arnold Funeral Services
Sutton-on-Sea LN12 2HB
T: 01507 442300

MARKET RASEN

J Marshall Funeral Directors
Market Rasen LN8 3EN
T: 01673 843725

Lambert's Funeral Service
Wragby LN8 5PF
T: 01673 857515

Lincolnshire Co-op Funeral Home
Market Rasen LN8 3BB
T: 01673 842788

SKEGNESS

Frank Wood & Sons Funeral Directors
Skegness PE25 2BB
T: 01754 763119

Lincolnshire Co-op Funeral Home
Alford LN13 9AJ
T: 01507 463444

Lincolnshire Co-op Funeral Home
Spilsby PE23 5JR
T: 01790 752334

Parker's Funeral Directors
Skegness PE24 5SJ
T: 01754 873035

Parker's Funeral Directors
Spilsby PE23 5DU
T: 01790 754700

Parker's Funeral Directors
Wainfleet PE24 4DJ
T: 01754 880334

R Arnold Funeral Services
Alford LN13 9DG
T: 01507 463200

Skegness & District Funeral Services
Skegness PE25 2SW
T: 01754 761758

SLEAFORD

Colin Ward Funeral Services
Sleaford NG34 7ET
T: 01529 300123

J E Severs Funeral Service Ltd
Sleaford NG34 9BA
T: 01529 460339

Lincolnshire Co-op Funeral Home
Sleaford NG34 7DX
T: 01529 306311

N J Newbury & Sons Independent
Family Funeral Directors
Sleaford NG34 0QA
T: 01529 241110

R Phillips Funeral Director
Sleaford NG34 9DF
T: 01526 832279

W C Allenby & Son
Sleaford NG34 9SU
T: 01526 832319

SPALDING

Co-operative Funeralcare
Spalding PE11 1EF
T: 01775 713936

F E Addelee & Son
Spalding PE11 4ET
T: 01205 311303

J Willson Funeral Director
Spalding PE11 1EJ
T: 01775 722915

Lincolnshire Co-op Funeral Home
Holbeach PE12 7LL
T: 01406 422333

Lincolnshire Co-op Funeral Home
Spalding PE11 1JD
T: 01775 723199

Mark Forth
Independent Funeral Services
Spalding PE11 1DQ
T: 01775 720800

Morriss & Haynes Funeral Directors
Holbeach PE12 7AF
T: 01406 425225

Peter Bray & Sons Funeral Directors
Spalding PE11 3ST
T: 01775 723148

Riverside Funeral Services
Spalding PE11 2AA
T: 01775 722567

Riverside Funeral Services
Sutton Bridge PE12 9AU
T: 01406 259503

STAMFORD

Andrew Woodhouse Independent
Funeral Services
Stamford PE9 4BP
T: 01780 751719

R J Scholes Funeral Directors
Stamford PE9 2BJ
T: 01780 763092

Alternative Burials

Organising alternative burials or interment

You can consider different types of funerals as an alternative to traditional services and cremations. One popular alternative is a ceremony in woodland or nature reserve burial grounds. At woodland burial grounds relatives may be able to plant a tree to mark the site either on or near the grave. At nature reserves, which can be wildflower meadows or pastures, graves are either unmarked or may be marked by a small woodland plaque or bird box that will decompose naturally or bulbs or flowers can be planted.

You will need a death certificate and a certificate for burial from a Registration Officer. Remember that, if you are planning a private burial, which includes those not in a churchyard or cemetery, you must first register your intention to do so.

If you are planning an interment on private land then a number of local authority permissions will need to be granted. Even if you own the land concerned, you must check the deeds to ensure there are no restrictions on what the property may be used for. It is important to consult the local District and Environmental Health Department who will want to ensure that the local water table will not be affected. A record of the burial should be made and kept with the deeds of the property or other relevant documents relating to the land.

Help with costs

Funeral costs

You may request a written quotation so you know what costs are involved. Funeral costs may be paid in different ways including:

- From the estate of the deceased
- A funeral payment scheme may exist. Check paperwork to see if a plan exists
- Money from a life insurance policy or pension scheme
- The deceased's bank or building society may agree to release funds to pay for funeral costs
- You or the executor may need to pay and then recover the money from the estate later.

Funeral costs for the same services may vary considerably from one funeral director to another. You would be advised to get more than one quote to compare costs and services. Disbursements are fees paid to others, for example, for doctors certificates, a minister, newspaper announcements, flowers or the crematorium.

Financial help

If you are finding it difficult to pay for a funeral that you have to arrange, you may be able to get a social fund funeral payment from the Benefits Agency, so long as you or your partner receive one of the following:

- Income Support
- Housing Benefit
- Council Tax Benefit
- Jobseeker's Allowance (income based)
- Disabled Person's Tax Credit
- Working Family Tax Credit.

Contact your local Social Security Office for more information. If no one is able or willing to arrange and pay for the funeral, the local council, or in some cases, the Heath Authority, may be able to help, but only where the funeral has not already been arranged.

Bereavement Allowance

If you are widowed you may be able to claim Bereavement Allowance, a taxable weekly benefit paid to you for up to 52 weeks from the date of death of your husband, wife or civil partner. You may be able to claim Bereavement Allowance if all of the following apply:

- You are a widow, widower or surviving civil partner aged 45 or over when your husband, wife or civil partner died
- You are not bringing up children
- You are under state pension age
- Your late husband, wife or civil partner paid National Insurance Contributions (NICs) or they died as a result of an industrial accident or disease.

Wills & Probate

What is a will?

A will is a legal document, prepared in advance of your death. A document by which a person, expresses his or her wishes as to how his or her assets, property and money etc. is to be distributed at death, and names one or more persons, the executor/s, to manage the estate until its final distribution.

What is probate?

To manage someone's estate you may need to apply for probate. The Probate Office gives you a grant of probate if the person left a will, or grants letters of administration if there isn't a will.

Intestacy

If someone dies without making a will, they are said to have died 'intestate'. If this happens, the law sets out who should deal with the deceased's affairs and who should inherit their estate. This information covers England and Wales only. When there is no will, dealing with the estate can be complicated. It can also take a long time, months or even years in some very complex cases. If matters are complex or you feel you need help, it is a good idea to consult a solicitor as soon as possible. Show them all the information and documentation you have about the deceased person's property, belongings and financial affairs. In the meantime, it may be a good idea to put small valuable items away for safekeeping.

Your local Probate Registry will send you the forms you need with notes and guidance on what you have to do. A useful helpline number is 0300 123 1072.

How do you manage the estate of the deceased?

When a person dies somebody has to deal with his or her estate. Their estate includes their money, property, and the possessions they have left. If you are the person doing this you collate all the funds, pay any debts and share out the estate to those people entitled to it. You can do this yourself or you can engage a solicitor to do this for you. You may already have a solicitor that your family uses. If not, you will need to choose one. Ask friends for recommendations and when you contact the solicitor, ask about their charges.

Grant of probate/letter of administration

A grant of probate is a legal document which allows the people named in it to collect and distribute the estate of the deceased. You can show it to organisations that hold these assets, such as banks or building societies. Probate is the process of officially proving that a will is valid, but the following information applies equally where the deceased died without leaving a will, in which case the grant is called a letter of administration.

Is a grant of probate needed?

Not always. It may not be necessary to obtain a grant of probate where a home is held in joint names and is passing by survivorship to the other joint owner where a joint bank or building society account is held. Production of a death certificate may be sufficient for the monies to be transferred to the joint holder and certain institutions may release monies without a grant being produced if the amount held by the deceased was small. You will need to apply to the institutions to see if they will release monies without a grant.

Further help

Staff at Probate Registries will offer procedural guidance on how to obtain a grant. They cannot provide legal advice.

Lincolnshire District Probate Registry

360 High Street, Lincoln LN5 7PS

T: 01522 523648 for advice

T: 0300 123 1072 for a probate application pack.

The pack can be emailed out to you for printing at home or posted directly to you on request.

Vehicles

You should remember that if the deceased owned a vehicle then it is possible that there is no longer insurance cover for it to be driven. Many policies state that a vehicle may be driven by someone else with the owner's permission but as soon as the owner dies any such permission may cease. It is always best to contact the car insurance company before anyone drives the vehicle to make sure they are insured.

Getting help to cancel Council services

The Registration Officer who registers the death can tell certain departments that this person has died using the Tell Us Once (TUC) service. These departments include the local Council Tax Office and the Electoral Registrar, if the deceased lived and died in Lincolnshire. (please refer to pages 11 and 12).

OTHER LANGUAGES

This information can be provided in another language or format.
For all enquiries please contact 01522 782060.

Polish

Ta informacja jest także dostępna w innym języku i formacie.
W razie jakichkolwiek pytań zadzwoń pod powyższy numer.

Russian

Эта информация может быть предоставлена на другом языке или в другом формате. По всем вопросам пожалуйста звоните по вышеуказанному номеру.

Portuguese

Esta informação pode ser fornecida em outro idioma ou formato.
Para quaisquer inquéritos, contacte o número acima.

Latvian

Ja nepieciešams, šo informāciju varat saņemt citā valodā vai citā formātā. Uzziņām, lūdzu zvaniem pa augstāk norādīto tālruni.

Lithuanian

Ši informacija gali būti pateikta kitoje kalboje ar formate. Visiem pasiteiravimam prašome susisiekti su viršuj nurodytu numeriu.

Slovak

Táto informácia môže byť poskytnutá v inom jazyku alebo formáte.
So všetkými otázkami sa prosím obráťte na vyššie uvedené číslo.

The Wellbeing Service

The Wellbeing Service is available to support adults to live independently and promote confidence. This Wellbeing Service can help with:

- Accessing advice and support services such as housing, benefits, befriending or voluntary support
- Installation of simple low level equipment to help you manoeuvre around your home more safely
- Installation of telecare/lifelines for reassurance to know that someone could be alerted should you require assistance e.g. if you were to fall and not be able to get up by yourself
- A response service to attend to non-medical emergencies.

The Wellbeing Service can be accessed via a dedicated team at Lincolnshire County Council on 01522 782140, Monday to Friday between 9.00am and 5.00pm.

More information is available here: www.lincolnshire.gov.uk/wellbeingservice

Getting the support you need

When our circumstances change as a result of bereavement, we may lose more than our loved one. Perhaps daily tasks such as taking care of our home or going out to appointments becomes difficult. Maybe our loss means that there are fewer visitors and activities to look forward to and we end up feeling lonely or isolated. It can happen to anyone and it can feel overwhelming and have a profound effect on our health.

If you recognise some of the above and want to talk about what support is available near to where you live, you can ring a friendly team of advisors who can help. By ringing for a chat you can let them know about your situation and what support or advice you would like, without having to commit to anything unless you want to. Advisors are trained to listen to you and think about what might work for you and help with advice and information.

Examples of information they can help you with include finding out about:

- Your nearest Good Neighbour Scheme
- Getting support from people who are or have been carers
- Getting care and support for yourself
- Local groups and organisations which may be of interest to you, such as support groups or special interest groups.

Children Under 18

The death of any child is a tragedy. It is vital that all child deaths are carefully reviewed. This is so that we may learn as much as possible from them, to try to prevent future deaths and to support families.

If your child had a long-term illness or life limiting condition and death was anticipated or inevitable, it is likely that your family and the team supporting you will have made an appropriate 'care pathway' together. This might include an end of life care plan for your child. Local health care staff or others such as hospice or hospital staff should work with you and your family to support you. It may be necessary for the Coroner to order a post mortem examination. Otherwise, you should be able to register your child's death quickly and proceed with your family's planned funeral and memorial arrangements.

An unexpected death is often sudden. Unexpected means not expected in the 24 hours before the death or before the event that led to the death. The death may have no obvious cause, such as a 'cot death' or the cause might be clear, such as an accident.

The law requires that all sudden and unexpected deaths be reported to the Coroner and the police if the cause is unknown or not of natural causes. A 'rapid response' will begin.

For both expected and unexpected deaths, doctors, nurses and others involved with your child will talk to each other to establish the facts about why your child died. They should also offer support to you. They will consider how the procedures at the time of the death and afterwards were managed.

The death of all children under the age of 18 must be reviewed by a Child Death Overview Panel on behalf of the Local Safeguarding Children Board. The Child Death Overview Panels are groups of professionals who meet several times a year to review all the child deaths in their area. The main purpose is to learn how to try and prevent future deaths.

The Panel makes recommendations and reports on the lessons learned to the Local Safeguarding Children Board. The Board produces an annual report which is a public document. Anyone can read the report, and it contains no personal details that could identify an individual child or their family.

Additional support is also available via our website:
www.lincolnshire.gov.uk
(search parents support, or family support)

Notes

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CONTACT US

Lincolnshire County Council's Registration, Celebratory and Coroners Services aims to provide a high quality caring and sensitive service for people at a difficult period of their lives. We aim to offer you a personal and professional service and give support and advice to you in your time of bereavement.

We welcome your comments on both the service we provide and also this publication. Please contact us with your comments by any of the following means:

Post:

Lincolnshire County Council
Registration, Celebratory & Coroners Services
4 Lindum Road
Lincoln LN2 1NN

Email:

regist@lincolnshire.gov.uk

Telephone:

If you require any advice or help, please call 01522 782244
Monday to Friday 8:00am – 6:00pm, Saturday 9:00am – 4:00pm
and we will be very pleased to assist you.

www.lincolnshire.gov.uk



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