



Claim for costs of a child's funeral: burial and cremation authority claim form

This form is for the burial or cremation authority to submit a claim for the fees charged for a child burial or cremation.

The fees you can claim for are listed at **question 3.4**.

Eligibility

You can make a claim to the Children's Funeral Fund for England if:

- the child who died was under the age of 18 or stillborn after 24 weeks of pregnancy
- the burial or cremation took place in England on or after 23 July 2019

Making your claim

You must submit your claim **within 6 months** of the date of the funeral.

You need to submit invoices or receipts to claim for any of the fees listed.

If you need help making your claim you can email cff@gov.sscl.com

Please complete in BLOCK capitals placing a tick in the boxes where applicable.

About the authority

1.1 Burial or cremation authority name

1.2 Email address (if you have one)

1.3 Address

Building and street

Second line of address

Town or city

County (optional)

Postcode

1.4 Phone number

1.5 How would you like to be updated about your claim?

Email

Post

1.6 Is the business registered with Companies House?

Yes, the company registration number is

No, our Unique Tax Reference (UTR), if applicable, is

Note 1.6 – We'll use the information in this section to confirm your details.

1.7 VAT registration number (if registered for VAT)

1.8 Federation of Burial and Cremation Authorities (FBCA) membership number (if a member)

1.9 Institute of Cemetery and Crematorium Management (ICCM) membership number (if a member)

1.10 Association of Private Crematoria and Cemeteries (APCC) membership number (if a member)

About the child who died

2.1 First name of the child

2.2 Family name of the child

2.3 Is this claim about a baby who was stillborn?

- Yes, **go to question 2.4**
- No, **go to questions 2.5 and 2.6**

Note 2.3 – A stillbirth means after 24 weeks of pregnancy.

2.4 Date of stillbirth

Day

Month

Year

2.5 Child's date of birth

Day

Month

Year

2.6 Date of child's death

Day

Month

Year

About the funeral

3.1 Date of funeral

Day

Month

Year

Note 3.1 – Claims must be submitted **within 6 months** of this date.

3.2 Where did the funeral take place?

Name of burial ground, cemetery or crematorium

Town or city

3.3 Confirm that you have completed a copy of the certificate for burial or cremation

- Yes – you must send a copy of it with your claim
- No – enter reference number, if known, and explain why you do not have the certificate

3.4 What fees are you claiming for?

Select all that apply

Burial – whether for a body or for cremated remains

- a. The burial plot and right of burial, where required
- b. Carrying out the burial
- c. Maintenance of the plot
- d. Renewal of the right of burial
- e. Permission to erect a memorial (including a headstone)
- f. A third-party grave digger, where required

Cremation – whether or not followed by the burial of cremated remains

- g. Carrying out the cremation
- h. Scattering of cremated remains
- i. Storage of cremated remains in a columbarium or similar facility
- j. Completion of the certification to authorise the cremation
- k. A private post-mortem examination where required by the medical referee for the cremation to be authorised
- l. Permission to erect a memorial (including a headstone)

Note 3.3 – If you do not have it, we'll contact you to find out more. Your claim may take longer.

Note 3.4 – These are the fees you can claim for.

Burial

a. A plot for the burial of a body should be appropriate to the size of the child. However, if the responsible person wishes to purchase an adult sized plot for the purpose of being buried with the child in future, this may also be considered reasonable.

A double or family plot may only be considered reasonable if a single plot is not available or the fee for a double plot is cheaper than the fee for a single plot.

c. This is only allowable where this is a condition of the right of burial, until the time when the child, if alive, would have reached the age of 18.

d. This is only allowable if the right of burial expires before the time when the child, if alive, would have reached the age of 18.

e. This does not include the price of a memorial or headstone.

Cremation

i. This is only allowable until the time when the child, if alive, would have reached the age of 18.

l. This does not include the price of a memorial or headstone.

3.5 If you need to explain any fees and why you think they're eligible based on the notes over the page, do so here

Note 3.5 – For example, it's a double burial plot.

3.6 You must provide the relevant invoices or receipts for all the fees you are claiming by sending them with this form.

You should send **copies** of your invoices, receipts and other documents if you can. If you send originals, you must tick the box below if you'd like them sent back to you.

I've sent original documents and would like them sent back to me

3.7 If you do not have some of the invoices, receipts or other documents – tell us why

Note 3.7 – If you do not have invoices, receipts or other documents we'll contact you to find out more. Your claim may take longer.

Payment details

4.1 How do you want to be paid?

- UK bank or building society account, **go to question 4.2**
- Cheque (in pounds sterling), **go to Declaration**

Note 4.1 – You can only have your claim paid into your business bank or building society account.

4.2 UK bank or building society account details

Name of bank or building society

Account name

Account number

Building society roll number (if applicable)

Sort code

Declaration

By submitting your claim you agree that:

- the information is correct and complete as far as you know
- you're aware it's a criminal offence to knowingly submit false information to make a claim
- you'll pay back any money you have been overpaid if you're asked to

Your full name

Signature

Signature – Can be typed or handwritten.

Date signed

Day

Month

Year

What to do now

You need to email or post your completed, signed form with copies of your invoices or receipts for each fee or expense claimed and the certificate for burial or cremation.

Email your claim to:

cff@gov.sscl.com

You can attach your invoices, receipts, other documents and the certificate for burial or cremation as scanned copies or photos of the originals.

Post your claim to:

CFF

Sortation Ref 603

Phoenix House

Newport

NP10 8FZ

You should send your invoices, receipts, other documents and the certificate for burial or cremation as copies if you can. If you include originals, you must tick the box at question 3.6 if you'd like them sent back to you.

What happens next

The claim team will let you know they've received your claim within 5 working days of receipt.

They'll then process your claim within a further 15 working days and let you know the outcome.

They'll contact you if there's anything missing. If this happens, your claim may take longer.

If you need help with your claim you can email cff@gov.sscl.com

Your personal data

For information about how we collect and use your personal data visit: <https://claim-for-costs-of-a-childs-funeral.form.service.justice.gov.uk/privacy>