

**Schedule 6**

**Regulation 3**

**Form BF6**

**Application for burial in a burial ground of body or whole body/body parts donated for anatomical examination on or after the date of commencement of the Anatomy Act 1984 (as amended by the Human Tissue (Scotland) Act 2006 (which is 14 February 1988))**

|                                      |  |  |
|--------------------------------------|--|--|
| Burial number<br>[official use only] |  | Burial authority logo and/or address:<br><br> <b>Clackmannanshire Council</b><br>www.clacks.gov.uk <span style="border-left: 1px solid black; padding-left: 10px; display: inline-block; vertical-align: middle;">Comhairle Siorrachd Chlach Mhanann</span> |
| Name of burial ground                |  |  |
| Day and date of burial               |  |  |
| Time of service                      |  |  |

**This is a statutory form made under regulation 3 of the Burial (Applications and Register) (Scotland) Regulations 2024 and the information and questions contained in it should not be changed.**

This form is used to apply for a burial of:

a whole body following an anatomical examination (where the body was donated on or after the commencement of the Anatomy Act 1984 as amended by the Human Tissue (Scotland) Act 2006 (14 February 1988)); or body parts which have been retained after an anatomical examination (where the body was donated on or after the commencement of the Anatomy Act 1984 as amended by the Human Tissue (Scotland) Act 2006 (14 February 1988)).

As the person who is applying for the burial, you are ‘the applicant’. You must have the legal right to apply for the burial (see guidance note on “Application for burial”). The application is made to the burial authority which is to carry out the burial. The burial authority will need to check the form to make sure it contains all of the necessary information. Missing or inaccurate information may result in the burial being delayed or refused. If you are unsure about what information is required, or what any part of the form means, you can speak to the funeral director who is making the arrangements, staff at the burial authority or to any other person who is arranging the funeral.

**Details of individuals contained in this form are not to be used for any other purpose.**

The information provided on this form is a legal requirement under the Burial and Cremation (Scotland) Act 2016 (“the Act”) and will be processed in line with Data Protection legislation. The data will be held by the burial authority that is carrying out the burial. It will be held securely, in confidence and processed solely for the purpose of carrying out the burial. It will not be shared with any third party, subject to any requirement made by an inspector under section 91(1) of the Act. You have the right to know what data is held about you and you can, by contacting the burial authority in writing, receive a copy of that data. The burial authority is obliged to include in their privacy notice how the information will be held, for how long and how you may make a complaint to the Information Commissioner’s Office.

**Forms checklist**

You should ensure that you have attached all required documents to this application form based on where the death occurred. The burial authority needs to have them for the burial to take place. Please see guidance note on “Forms checklist”, which sets out which documents are required.

**Section 1: Burial details**

|                                     |   |
|-------------------------------------|---|
| Name of burial ground               |   |
| Burial ground address and postcode  |   |
| Type of burial                      | <input type="checkbox"/> Full coffin burial<br><input type="checkbox"/> Other casket (body part)  |
| Type of lair <sup>(a)</sup>         | <input type="checkbox"/> New lair<br><input type="checkbox"/> Existing lair, but no previous burial<br>Please describe location in burial ground (e.g. section and lair number)<br>.....<br><input type="checkbox"/> Existing lair which contains a previous burial<br>Please describe location in burial ground (e.g. section and lair number) and give details of last burial (deceased name and date of burial)<br>..... |
| Any other requests or instructions? |   |

<sup>(a)</sup> A lair is a Scottish term for a burial plot or grave.

**Section 2: Information about the deceased**

Please complete one of the following sections, then the remainder of the form:

Section 2A – burial of a whole body following anatomical examination.

Section 2B – burial of body parts following anatomical examination.

## Section 2A: Application for burial of a whole body following anatomical examination

I confirm that the body described below was donated to ..... (university name) on or after the commencement of the Anatomy Act 1984 as amended by the Human Tissue (Scotland) Act 2006 (14 February 1988).

|  |  |
|--|--|
| Information about the deceased           |  |
| Title                                    |  |
| Full name                                |  |
| Name used on coffin plate (if different) |  |
| Date of birth (DD/MM/YYYY)               |  |
| Date of death (DD/MM/YYYY)               |  |
| Age at death                             |  |
| Address                                  |  |
| Postcode                                 |  |

I ..... (licensed person/other authorised person<sup>(a)</sup> confirm on behalf of

..... (name of Authority lawfully retaining the body) that there is no reason for any further inquiry or examination concerning the body detailed above.

## Section 2B: Application for burial of body parts following anatomical examination

I ..... (licensed person/other authorised person<sup>(a)</sup> confirm on behalf of

.....(name of Authority lawfully retaining the body parts) that there is no reason for any further inquiry or examination concerning the body parts.

I confirm they are now released for disposal and may be buried. I confirm that the body part(s) were retained from a body/bodies which was/were donated to (University Name) ..... under the Anatomy Act 1984 as amended by the Human Tissue (Scotland) Act 2006.

<sup>(a)</sup> The university may authorise a suitable person to complete Burial Form 6 (such as a Bequest Co-ordinator).

### Section 3: Declaration

I declare that I have the legal right to apply for this burial. To the best of my knowledge and belief, all the information given in this application is correct, no information has been omitted and authorisation for the disposal has been obtained.

Signed: .....

Full Name: .....

Date:  
.....

Organisation: .....

Business address and postcode: .....

Business telephone: .....

**Section 4: Funeral director details**

This section is to be completed by the funeral director if funeral directing services are used.

**Coffin or casket details**

|   |   |  |
|---|---|--|
| Coffin/casket material (including handles)<br>(see guidance note on "Coffin material")                                      |   |  |
| Coffin/casket shape<br>(see guidance note on "Coffin/casket shape")   |   |  |
| External Coffin/casket<br>Measurements (in cm)<br><br>(see guidance note on<br>"External coffin or casket<br>measurements") | Overall length  |  |
|   | Width at widest part<br>(including any handles<br>fully extended) |  |
|   | Width at narrowest part   |  |
|   | Depth   |  |
| Combined weight of deceased and coffin (in kg)  |   |  |
| Any other requests or instructions?   |   |  |

I declare that I have discussed the options with the applicant and know no reason why the burial cannot take place. I understand that if I become aware of anything that may mean the burial should be delayed, I must inform the burial authority and the applicant.

Signed: .....

Full Name: .....

Date:  
.....

Company name and address: .....

Business email address: .....

Business telephone: .....

**Section 5: Authorisation for burial (to be completed by the burial authority)**

Please confirm the location in the burial ground of the new or existing lair to be used for this burial

(e.g. lair number/section/extension) .....

This section is used by the burial authority to confirm that the application is in order and that the burial can take place.

I confirm that I have seen the appropriate documentation to allow the burial to take place. If any document is missing, please contact the applicant or their funeral director.

I confirm that all relevant sections of this form have been completed.

I confirm that I approve this application for burial.

Signed: .....

Full Name: .....

Position:  
.....

Date:  
.....

## Burial Form 6 (BF6) Guidance Notes

This Burial Form 6 (BF6) is for use only for an application for burial of a body, body part or body parts of an adult following anatomical examination where authority was given under section 4A(1) or section 4(2) of the Anatomy Act 1984 for the person's body to be used for anatomical examination.

Please use Burial Form 7 (BF7) for an application for burial of a body part or parts of an adult which are in the possession of a person licensed under section 3(2) of the Anatomy Act 1984, where the deceased died before 14th February 1988 or where the date of death is not known.

The other relevant application form for each category of burial is:

- Burial Form 1 (BF1) where the application is for the burial of the remains of an adult or child in a burial ground (other than a burial arranged by a local authority)
- Burial Form 2 (BF2) where the application is for the burial of the remains of a stillborn baby in a burial ground
- Burial Form 3 (BF3) where the application is for the burial of the remains of a pregnancy loss in a burial ground (by an individual)
- Burial Form 4 (BF4) where the application is for the burial of the remains of a pregnancy loss in a burial ground by a health authority or body
- Burial Form 5 (BF5) where the application is for the burial of the remains of an adult or child by a local authority where they are making arrangements under section 87 of the 2016 Act

Different forms are used for cremation. These are available at:

<https://www.gov.scot/publications/cremation-statutory-forms/>

### Application for burial

#### Whole body

When a person bequeaths their body for anatomical examination and their remains are to be buried after the examination, a person licensed under section 3(2) of The Anatomy Act 1984 will complete Form M<sup>1</sup> when releasing a whole body for disposal. In these circumstances, a licensed person or another person authorised by the university is required to complete this Burial Form 6 (BF6) to apply for the burial.

#### Body Parts

Some body parts may be retained after the body itself has been released for burial or cremation. A person licensed under section 3(2) of The Anatomy Act 1984 will complete Form N<sup>2</sup> when releasing the body parts for disposal. In these circumstances, a licensed person or another person authorised by the university must complete this Burial Form 6 (BF6) to apply for the burial.

### Forms Checklist

The burial authority is required to verify specific documentation in relation to the death of an adult or child where anatomical examination has taken place before the burial can proceed. This documentation should be submitted alongside this application form. The documentary requirements are set out in [the Registration of Births, Deaths and Marriages \(Scotland\) Act 1965 \(Prohibition on Disposal of a Body without Authorisation\) Regulations 2015](#).

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<sup>1</sup> The documentation required when disposal of a body following anatomical examination takes place is a Form M as set out in regulation 7 of the Registration of Births, Deaths and Marriages (Scotland) Act 1965 (Prohibition on Disposal of a Body without Authorisation) Regulations 2015.

<sup>2</sup> The documentation required where disposal of a body part or body parts following anatomical examination or postmortem examination is a Form N as set out in regulations 7 and 8 of the Registration of Births, Deaths and Marriages (Scotland) Act 1965 (Prohibition on Disposal of a Body without Authorisation) Regulations 2015.

Please use the below checklists to assist you in identifying the correct documentation to submit.

Where the body has undergone anatomical examination under the Anatomy Act 1984, and is to be buried in Scotland, the following documentation is required:

Form 14 – Certificate of Registration of Death given by the Registrar in Scotland<sup>3</sup>

And

A Certificate of Authorisation for Disposal of a Body following Anatomical Examination (Form M) or a Certificate of Authorisation for Disposal of Body Part(s) following Anatomical Examination (Form N)<sup>4</sup>

## Section 1: Burial details

### Type of Burial

In this section please indicate whether the burial is for a coffin burial or for another casket (e.g. body part). The word “coffin” should be read to include coffin alternatives, e.g. woollen shrouds.

### Type of new lair

Please provide a description of the type of lair required. A lair is a Scottish term for a burial plot or grave.

Please indicate whether you would like:

- A full coffin lair, or
- Casket lair (e.g. body part)

And whether you have any preference for the location of the lair within the burial ground:

- Traditional lawn lair
- Woodland/green lair
- Faith section – please indicate which faith
- Baby section

The options available will depend on what your chosen burial authority offers so you may wish to check this in advance.

## Section 3: Declaration

The applicant is required to declare that they are entitled to apply for the burial of a body, body part or body parts of an adult following anatomical examination where authority was given under section 4A(1) or section 4(2) of the Anatomy Act 1984 for the person’s body to be used for anatomical examination. The application for burial may be submitted by the person licensed to carry out the examination or have possession of the body, part or parts or any other person authorised by the licensed person to submit it, and using the appropriate application form as set out in Regulation 3 of the Burial (Applications and Register) (Scotland) Regulations 2024. For more information see guidance note on “Application for burial” above.

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<sup>3</sup> The documentation required by regulation 3 of the Registration of Births, Deaths and Marriages (Scotland) Act 1965 (Prohibition on Disposal of a Body without Authorisation) Regulations 2015 is a Form 14 specified in regulation 2(4) of the Registration of Births, Still-births, Deaths and Marriages (Prescription of Forms) (Scotland) Amendment Regulations 2015.

<sup>4</sup> Forms M and N are referred to in the ‘Application for burial’ section of these guidance notes.

It is an offence to knowingly or recklessly provide information which is false or misleading in a material way in, or in connection with, an application for burial and if a person does so then they may be liable to a fine of up to Level 3 on conviction.

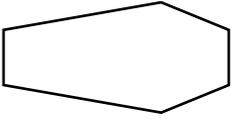
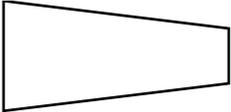
**Section 4: Funeral director details**

**Coffin/casket material (including handles)**

Please state what material the coffin/casket (including any handles) are made from, for example, a coffin may be wicker, wool, cardboard, plywood, MDF, chipboard, solid wood; and handles could be: metal, rope, wood, plastic. If a shroud is used, please also note that here and describe the shroud material.

**Coffin/casket shape**

Please state the shape of the coffin or casket, e.g. traditional coffin, rectangular, rounded, tapered.

|  |   |
|--|---|
| Traditional coffin<br><input type="checkbox"/> |    |
| Rectangular<br><input type="checkbox"/>        |    |
| Rounded<br><input type="checkbox"/>            |  |
| Tapered<br><input type="checkbox"/>            |  |

**External coffin or casket measurements**

Please state the external measurements of the coffin/casket to assist the burial authority with lair preparation. This should be recorded in cm and should be inclusive of any handles.

**Section 5: Authorisation for burial**

The burial authority is required to verify that the information contained in the application form is in order and that they have seen the appropriate documentation before the burial can proceed.

The burial authority signatory should then sign and date the application form when they approve the burial.