

**Schedule 7****Regulation 3  
Form BF7**

**Application for burial in a burial ground of body parts donated in Scotland and in possession of a person licensed under section 3(2) of the Anatomy Act 1984 before the commencement of the Anatomy Act 1984 (as amended by the Human Tissue (Scotland) Act 2006 (14 February 1988)) or where the date of death is not known or is before 14 February 1988.**

Burial number [official use only]		Burial authority logo and/or address:   <b>Clackmannanshire Council</b> <a href="http://www.clacks.gov.uk">www.clacks.gov.uk</a>
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 the burial of body parts which were either:

- a) Donated to a Scottish university for anatomical examination or teaching before commencement of the Anatomy Act 1984 as amended by the Human Tissue (Scotland) Act 2006 (14 February 1988) (donation and death before 14 February 1988).
- b) Educational bones or specimens given to a Scottish university at any time, but where the date of death is not known or is understood to be before 14 February 1988.

This application must be signed by the person authorised to make the 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 any of the information that is required, or are not sure what any part of the form means, you should speak to staff at the burial authority where the burial is to take place.

**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.

### Section 1: Burial ground details

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

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

### Section 2: Application for burial

I, (name of Licensed Teacher of Anatomy/authorised person<sup>(b)</sup>)

.....

at (name of Scottish university) .....request that the body part(s) described below is/are buried. I confirm that the body part(s) described below were either donated to or acquired by (insert university name) ..... before the commencement of the Anatomy Act 1984 as amended by the Human Tissue (Scotland) Act 2006 (14 February 1988) or were given to the university after this date, but the date of death is not known but understood to have been before 14 February 1988.

Anatomy reference number	Parts for disposal


(b) The university may authorise a suitable person to complete Form A7 (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)		
Coffin/casket shape		
External Coffin/casket Measurements (in cm) (see guidance note on "External coffin or casket measurements")	Overall length	
	Width at widest part (including any handles 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**

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 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 7 (BF7): Guidance Notes

This Burial Form 7 (BF7) is for use only by an appropriately authorised person to apply for the 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.

An appropriately authorised person includes a person licensed under section 3(2) of the Anatomy Act 1984 and may also include a person authorised by a university to carry out such arrangements (such as a Bequest Co-ordinator). If you are unsure about who is authorised to complete and sign this form then you should speak to staff at the burial authority where the burial is to take place.

Please use Burial Form 6 (BF6) 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.

Where no anatomical examination has taken place, there are other burial application forms which must be used. These are:

- 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/>

## 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 part or body 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 14 February 1988 or where the date of death is unknown. 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 all 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.

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.

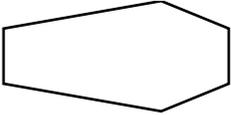
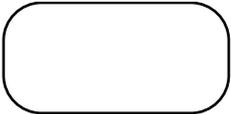
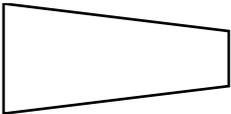
**Section 4: Funeral director details**

**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 <input type="checkbox"/>	
Rectangular <input type="checkbox"/>	
Rounded <input type="checkbox"/>	
Tapered <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.