

INSTRUCTIONS FOR CREMATION

To be completed and forwarded to the Crematorium Director & Registrar without delay

Cremation arranged for	Day _____ Date _____ Time _____			
Name of Deceased (in full)	_____			
Coffin plate /flower plaque will read (if different from above)	_____			
Date of death/Age	Date of death _____ Age _____			
Address of the deceased	_____			
Service details (delete as applicable)	FULL SERVICE / COMMITTAL SERVICE / NO SERVICE			
Organ (delete as applicable)	<u>Please note</u> 1. Only organists on our approved list are permitted to play. YES / NO 2. We do not advise that you try and sing to recorded music. 3. The cost of the organ is minimal and gives greater flexibility for singing.			
MUSIC (We have an extensive range of music available and can usually source a piece of music providing it is legally obtainable, currently available in this country and we are given 48 hours notice) If you wish to use your own CD we can accommodate this providing it is an original shop bought version – the CD will be returned to your Funeral Director to return to yourself.	<u>WHEN ORDERING MUSIC PLEASE BE SPECIFIC</u> (we will try and accommodate your request or come back to you with an alternative)			
	Voluntary in	_____		
	Hymn 1	_____		
	Hymn 2	_____		
	Voluntary out	_____		
ADDITIONAL INFORMATION Please tick to indicate which, if any, apply	Large attendance (over 100 mourners)	<input type="checkbox"/>	Collection Plate	<input type="checkbox"/>
	Pets attending	<input type="checkbox"/>	Service sheets	<input type="checkbox"/>
	Viewing of charging	<input type="checkbox"/>	Photo frame on easel	<input type="checkbox"/>
	Wheels required	<input type="checkbox"/>	Soloist	<input type="checkbox"/>
COFFIN SIZE Size _____ Material _____	NB where the external dimensions are likely to exceed length 206cm(81”) width 71cm (28”) depth 56cm(22”) <u>you must contact us as we will have to advise on which chapel may be used</u>			
FUNERAL FLOWERS	These will be disposed of one week following the funeral service unless you decide to remove/have them removed prior to this date. Please note we accept no responsibility for flowers left within our grounds.			
Minister/Officiant's name	MODE OF TRANSPORT : (ie Motor Hearse, Horsedrawn)			
FUNERAL DIRECTORS DETAILS	NAME ADDRESS TELEPHONE NUMBER			
Any other details that you think we need to know	_____			

DISPOSAL OF CREMATED REMAINS

It is essential that relatives must be consulted on all options open to them by the Funeral Director regarding the disposal of the cremated remains before this section is completed and the signature of the applicant for the funeral is placed at the side of the required option.

OPTIONS	SIGNATURE OF APPLICANT AND ADDRESS									
<p>Strewn in the Garden of Remembrance at the Crematorium (No memorial is permitted in this area. You are allowed to lay cut flowers however).</p> <p>In the event that you have had a friend or relative's remains strewn here before, we can arrange for these to go in the same general area.</p> <p>Name _____ Date of death _____</p>										
<p>Strewn in the Garden of Remembrance by appointment (an appointment time may be booked on your behalf for you to witness the actual strewing of the cremated remains of your loved one.)</p> <p>Date : _____ Time : _____</p> <p>In the event that you have had a friend or relative's remains strewn here before, we can arrange for these to go in the same general area.</p> <p>Name _____ Date of death _____</p>										
<p>Placed in a Columbarium Vault within the Crematorium Grounds (you will be contacted by the Crematorium after the cremation to arrange this)</p>										
<p>Removal by the FUNERAL DIRECTOR for disposal elsewhere (eg Cemetery/Churchyard/private residence/ etc)</p> <p>Please state whether your intention is to have:-</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px;">Crematorium supplied Biobox (FOC)</td> <td style="padding: 2px; text-align: center;">YES</td> <td style="padding: 2px; text-align: center;">NO</td> </tr> <tr> <td style="padding: 2px;">Crematorium supplied Casket (Charged for)</td> <td style="padding: 2px; text-align: center;">YES</td> <td style="padding: 2px; text-align: center;">NO</td> </tr> <tr> <td style="padding: 2px;">Funeral Director supplied Casket</td> <td style="padding: 2px; text-align: center;">YES</td> <td style="padding: 2px; text-align: center;">NO</td> </tr> </table>	Crematorium supplied Biobox (FOC)	YES	NO	Crematorium supplied Casket (Charged for)	YES	NO	Funeral Director supplied Casket	YES	NO	
Crematorium supplied Biobox (FOC)	YES	NO								
Crematorium supplied Casket (Charged for)	YES	NO								
Funeral Director supplied Casket	YES	NO								

DECLARATION BY FUNERAL DIRECTOR - Acting on behalf of the Funeral Director, I confirm that we have adhered to the 'Instructions for Funeral Directors' as issued by the Federation of Burial & Cremation Authorities.

This document covers the following areas and a copy can be obtained from the Crematorium Office.

RESPONSIBILITY – The Funeral Director shall observe the regulations of the Cremation Authority & is responsible for the provision of sufficient bearers. When the coffin is in position on the catafalque then responsibility of the Funeral Director towards it ceases and that of the Cremation Authority begins.

NOTICE OF CREMATION – must be adhered to

CONSTRUCTION OF THE COFFIN – The coffin must be made of a suitable material which is easily combustible and does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. No metal of any kind shall be used in the manufacture of such coffin except as necessary for its safe construction and then only metal of a high ferrous content. Cross pieces must not be attached to the bottom of the coffin. Cardboard coffins should not contain chlorine in the wet strength agent. (eg not using polyamidoamine-epichlorhydrin based resin (PAA-E).

COFFIN FURNITURE AND FITTINGS – No metal furniture of fittings whatever shall be used on a coffin for cremation. External coatings to a coffin must allow for smokeless combustion and the use of nitro-cellulose varnish, polyurethane, melamine and any products containing polyvinyl chloride (PVC) or melamine must not be used in coffin construction or furnishings.

LINING OF THE COFFIN – The use of sawdust, cotton wool, or shredded paper within a coffin must be avoided. Lead or zinc linings must not be used.

CLOTHING & COFFIN CONTENT – should be of natural fibres. Removal of prostheses where possible and casts of plaster or other material

I HEREBY CONFIRM THAT I HAVE READ THE DOCUMENT AND THAT THE COFFIN CONTAINING THE BODY OF THE DECEASED REFERRED TO OVERLEAF MEETS THE ABOVE REQUIREMENTS. SIGNED _____ FOR _____
FUNERAL DIRECTORS

Environmental Policy

As part of our Environmental Policy all floral tributes left on site will eventually be composted and any plastics will be sent for recycling

All metals remaining following cremation will be disposed of in the most suitable manner to reduce the impact on our environment. This will include the sensitive recycling of metals to avoid the use of non-renewable resources and comply with existing legislation. We participate in a nationwide scheme which carries this out and any monies generated are donated nationally to bereavement based charities and those connected with terminal illness. (Please note that soft metals e.g. gold/silver and other minute amounts, melt into tiny globules and combine with the cremated remains so are not recoverable) Please indicate how you would like metals to be dealt with by ticking the appropriate box

I accept the metals will be recycled I would like the metals returned

Applicants signature _____