

NOTICE OF CREMATION

Cemeteries and Crematoria



Important – this form and the following statutory forms [Registrar’s Certificate for Disposal, application for cremation (form 1) and either medical certificate (form 4) or Coroners Certificate (form 6)] must be received by the Crematorium no later than **9.00 am two** working days before the cremation.

To _____ Crematorium

Day and date of cremation _____ Time _____

Full name of deceased _____

Full service Committal service Organist

Special requests/instructions _____

Media services including music must be ordered through Obitus by the Funeral Director

Floral Tributes

Floral tributes will be displayed for **five** working days following your service after which they will be disposed of. Please note that Plymouth City Council cannot accept responsibility for floral tributes left at the crematorium either before, during or after a funeral service.

Environmental Policy

All metals remaining following cremation will be disposed of in the most suitable manner to reduce the impact on the environment and comply with legislation. Should you wish to have the metals returned to you please arrange for your Funeral Director to supply us with a suitable container.

All cremations will be carried out as soon as possible after the funeral service in accordance with the Code of Cremation Practice. (If the cremation is not carried out on the day of the funeral for operational or environmental reasons, the coffin will be held in secure accommodation overnight).

The information is being processed for the purpose of arranging a funeral, and is being processed under the Data Protection Act legal basis of Public Task. We will never share or use your information for marketing purposes. Please note that under the Freedom of Information Act 2000 some information relating to funeral arrangements may be disclosed to third parties, however this will not contain personal information that is protected under the Data Protection Act.

We will only keep your information for 15 years. It will be stored and processed in line with the principles of the Data Protection Act 2018. You have certain rights under the Data Protection Act and the EU General Data Protection Regulations (GDPR), which include the right to access, rectification and erasure. To enforce these rights or enquire about any other aspects of data protection, please contact

Data Protection Officer, Plymouth City Council, Ballard House, West Hoe Road, Plymouth PL1 3BJ.

Email: dataprotectionofficer@plymouth.gov.uk

Plymouth City Council is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).

The Council's full Privacy notice can be found at: <https://www.plymouth.gov.uk/aboutwebsite/privacypolicy>

Full name of applicant _____

Signature _____ Date _____

Funeral Director details _____

For office use only: Cremation number _____ Amount paid: _____