

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 certificates (forms 4 & 5) 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 _____

Details of the deceased

Full name of deceased _____

Sex _____ Age _____ Occupation _____ Marital status _____

Home address including postcode _____

Date of death _____

Place of death (if different from above) _____

Details of the service

Full service Committal service Organist Denomination _____

Special requests/instructions _____

Wesley Music Wesley music in service order (full details as specified on the Wesley library):

1 Music _____ Artist _____

2 Music _____ Artist _____

3 Music _____ Artist _____

4 Music _____ Artist _____

Name and address of Funeral Director _____

_____ Telephone number _____

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

Instructions for Funeral Directors

1. Responsibility

The Funeral Director shall observe the regulations of the Cremation Authority. The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the catafalque. When the coffin is in position on the catafalque or deposited in the rest room or Chapel of Rest at the Crematorium the responsibility of the Funeral Director towards it ceases and that of the Cremation Authority begins.

2. Construction of the coffin

The coffin must be made of a suitable material which, when placed in a cremator and subjected to the cremation process, is easily combustible and which does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. No metal furniture or fittings whatever shall be used on a coffin for cremation. Coffin handles should be free from unnecessary metal components. 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. If it is desired to strengthen the bottom of the coffin, wooden strips may be placed lengthways for this purpose. 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) must not be used. Water based lacquer free from additives containing heavy metals may be used for coating the coffin or a suitable cloth may be used for covering a coffin. The exception to the foregoing is the use of polystyrene which is restricted to the coffin nameplate only and this must not exceed 90 grams in weight.

3. Lining of the coffin

The use of saw dust or cotton wool must be avoided. If lining of a coffin is necessary, this should be manufactured from polythene not exceeding 75 microns in thickness. Lead or zinc linings must not be used. The use of shredded paper within a coffin is not permitted.

4. Size and weight of the coffin

Where the external dimensions of a coffin are likely to be or exceed length 81 inches (206cms); width 28 inches (71cms); depth 22 inches (56cms) the proper officer of the crematorium must be given advance notice. Where the total weight of the coffin is likely to exceed 20 stone (127kgs) the proper officer of the crematorium must be given advance notice.

5. Clothing and coffin content

In order to minimise the release of pollutants to air, it is recommended that clothing should be of natural fibres and that shoes or any material manufactured from PVC should not be included. Body adornments manufactured from copper should be removed as should any easily removable prostheses or casts of plaster or other material. Additional items, particularly of glass or plastic, should not be placed within the coffin.

6. Notice of cremation

The Funeral Director must observe the Cremation Authority's regulations regarding the length of notice to be given for a cremation and the times of the cremation, as agreed, must be strictly adhered to. All statutory and non statutory forms and certificates, as required by the Cremation Authority, must reach the crematorium office by the specified time.

7. Cremation of infants

In cases where bereaved parents desire the cremation of an infant, they should be warned that there are occasions when no tangible remains are left after the cremation process has been completed. This is due to the cartilaginous nature of the bone structure. If the warning is not given the parents may have been denied the choice of earth burial and thereby subjected to understandable distress.

8. Cremated remains

The utmost care should be taken when dealing with cremated remains. If the Funeral Director supplies an urn or casket remains it should be of sufficient internal dimension to provide a minimum of 200 cubic inches (3,280 cubic cms) and securely labelled. The container should be strong enough to resist breakage in transit. The lid must fit tightly and the fastening should be strong enough to prevent the lid being forced open by distortion of the container through maltreatment in transit.

DECLARATION

I confirm that the coffin and its fittings relating to this cremation conforms to the above mentioned requirements.

Signed by Funeral Director: _____ Date: _____
on behalf of _____

Instructions for the disposal of cremated remains

I, being the applicant for the cremation of the late _____
hereby authorise the cremated remains to be (please tick box)

1. Scattered in the Garden of Remembrance * * *
(where you may wish to commemorate with one of our memorials)
2. Scattered on a grave * (please state number _____)
3. Interred in a grave * (please state number _____)
4. Interred in a burial plot* / sanctum vault * / sanctum 2000 vault *
(please state number _____)
5. Removed from the crematorium by the Funeral Director
Is a certificate required: YES / NO (please delete as appropriate)
6. Placed in a niche in the crematorium (please state number _____)
7. Held at the crematorium for up to ONE month * *
8. I am aware that after the cremation process there will be no cremated remains.

Is the resting of the cremated remains to be witnessed? YES / NO (please delete as appropriate)

- * The relevant consent form must be produced before any remains can be scattered or interred.
- * * There is no charge for the first month whilst remains are held pending the arrangements for disposal.
- * * * If scattering is to be unwitnessed this will take place on the third working day following cremation.

Please note: Any changes to the above arrangements must be made in writing.

Full name of applicant _____

Signature _____

Date _____

Floral Tributes

An area is provided at the Crematorium for the display of floral tributes after a funeral service, where they can remain for five days until they are disposed of by staff. 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 our environment. This will include the sensitive recycling of metals to avoid the use of non-renewable resources and comply with existing legislation. Should you wish to dispose of metals in any other way then please indicate by ticking the box and metals will be returned to you in a container that you should arrange for your Funeral Director to supply to the crematorium.

Freedom of Information Act 2000

Please note that under the Freedom of Information Act 2000 information relating to funeral arrangements may be disclosed to third parties.

Data Protection Act

All personal information will be held and treated in confidence in accordance with the Data Protection Act 1998. It will only be used for the purpose of providing this service and will not be shared with any other council department or third party organisation.

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).

Full name of applicant _____

Signature _____

Date _____