

INSTRUCTIONS FOR CREMATION

IT IS ESSENTIAL THIS FULLY COMPLETED FORM IS DELIVERED TO THE BEREAVEMENT OFFICE BY 8:30am **TWO WORKING DAYS** PRIOR TO THE SERVICE TO ALLOW FOR THE MEDICAL REFEREE TO AUTHORISE THE CREMATION. A FEE MAY BE CHARGED FOR LATE FORMS.

FUNERAL SERVICE

Day Date Time **Body implants to be saved?** yes no

DETAILS OF THE DECEASED

Full Name Age:
 Address

SERVICE DETAILS AND REQUIREMENTS

Classic Oak Classic Willow Sunrise Willow Sunset Oak Full Service Committal Crem to supply Service Books? Crem to display the Cross? Service Sheets?
MUSIC REQUIREMENTS:
 *Obituss *Organ No Music Required Specific notes regarding music/Obituss, ie: fading out:
COLLECTION PLATE: yes no **SPEAKERS TO BE ON:** Waiting Room Porch/Lobby
 Name of Officiant Name of Organist *Funeral Director to arrange organist

CREMATED REMAINS same day collections by prior arrangement **ONLY** and is not guaranteed

GARDEN OF REMEMBRANCE SCATTERING Is an appointment required? yes no
 Position:
NOTE: IF NO APPOINTMENT IS MADE TO WITNESS, THE REMAINS WILL BE SCATTERED THE WEEK AFTER THE CREMATION
 tick if a PLAQUE is required tick if a RESERVED SPACE is required tick if BOOK of REMEMBRANCE entry is required

PLACEMENT IN A BELOW GROUND VAULT or ABOVE GROUND NICHE Is an appointment required? yes no
 Position:
NOTE: IF NO APPOINTMENT IS MADE TO WITNESS, THE REMAINS WILL BE REPLACED THE WEEK AFTER THE CREMATION

GRAVE INTERMENT or **SCATTERING** Is an appointment required? yes no
 Position: Section: Number:
NOTE: IF NO APPOINTMENT IS MADE TO WITNESS, THE REMAINS WILL BE INTERRED/SCATTERED THE WEEK AFTER THE CREMATION
 Inter in a GRAVE? Inter in an ASHES PLOT? Scatter on a GRAVE?

To help us locate the position whether in the Gardens of Remembrance or Cemetery or a relative please give as much information as possible including full names and dates of death

TO BE REMOVED BY WHOM?

TO BE HELD BY CREMATORIUM REMAINS ARE RETURNED IN A CARDBOARD CONTAINER. OTHER CONTAINERS ARE AVAILABLE AT EXTRA COST—PLEASE ENQUIRE
NOTE: REMAINS WILL BE HELD, PENDING A DECISION, FOR UP TO A MONTH, AFTER WHICH CHARGES MAY APPLY

APPLICANT'S DECLARATION - To be signed by the funeral applicant
IMPORTANT: I understand that the cremation will normally take place within 24 hours of the coffin arriving at the chapel, in accordance with the Institute of Cemetery and Crematorium Management Guiding Principles. **For independently arranged funerals only: I have read the information on the reverse and confirm that the instructions on this form are correct.**
DATA PROTECTION: Cheltenham Borough Council will use the information provided on this form for completion of statutory records relating to this cremation and to provide you with regulations regarding our grounds. You have the right to see the information held about you and to have any inaccuracies corrected. We do not send out circulars or pass on details to third parties.
 If you **WOULD LIKE** to receive memorial information in addition to our regulations from us please tick the box.
 SIGNED _____ DATE _____

Funeral Director Telephone Number
 Address

Please see notes overleaf

FEES					TOTAL DUE: £		FINAL OFFICE CHECK COMPLETED date & initial		
Cremation	£	Medical Referee Fee	£	Unwitnessed Scattering	£	Live Webcast	£	Form received:	Checked by:
Live Webcast + 28 day + downloadable	£	Physical Copy of Webcast	£	Additional Copies of Webcast	£	Family Supplied Video Checking Tribute	£	Cheque Number:	
Simple Slideshow Visual Tribute 1-25 Photos	£	Simple Slideshow Visual Tribute 26-50 Photos	£	Professional Photo Visual Tribute 1-25 Photos	£	Professional Photo Visual Tribute 26-50 Photos	£	Order/Receipt No.	
Additional Copies of Tributes	£	Use of Organ	£	Overrun Fee	£	Other	£	CREMATION NUMBER	

Important Instructions for Funeral Directors or Independently Arranged Funerals

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.

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. If the coffin is constructed of cardboard, willow or similar material it must have a solid, smooth wooden base. **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 a 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.

LINING OF THE COFFIN. The use of sawdust 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.

SIZE AND WEIGHT OF THE COFFIN. At Cheltenham Crematorium the external dimensions of a coffin must not exceed length **87 inches** (221cms), width **40 inches** (101cms) and height **30 inches** (76cms). Maximum weight **40 stone / 254kg**.

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.

ENVIRONMENTAL POLICY/BODY IMPLANTS

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 the metals in any other way then please indicate by ticking the box on the front of this form and the metals will be returned to you. Please see the Recycling of Metals leaflet provided by the crematorium for further information. **Implants including pacemaker, radioactive device, battery powered device or "Fixion" intramedullary nailing system may become hazardous during cremation or damage cremation equipment if not removed from the body of the deceased before cremation and some radioactive treatments may endanger the health of crematorium staff. It is imperative all such implants are removed.**

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 time 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.

CREMATION OF INFANTS. In cases where bereaved parents desire the cremation of an infant, they should be warned that there are occasions when very little 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.

CREMATED REMAINS. The utmost care should be taken when dealing with cremated remains. If the Funeral Director supplies an urn or casket for cremated 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.

FORM 1 with FORMS 4, 5 & 10, also the Registrar's Disposal Certificate or Coroner's Certificate in FORM 6 must be delivered to the Cheltenham Bereavement Services, Bouncers Lane, Cheltenham, GL52 5JT by 8:30am TWO working days before the cremation is to take place.