

# CHELTENHAM CREMATORIUM

## INSTRUCTIONS FOR CREMATION OF FOETAL REMAINS

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. LATE PAPERWORK COULD DELAY THE CREMATION.

**FUNERAL SERVICE**

Day  Date  Time

**DETAILS OF THE DECEASED**

Full Name  \_\_\_\_\_ week foetus

Address

**SERVICE DETAILS AND REQUIREMENTS**

<input type="checkbox"/> Oak	<input type="checkbox"/> Willow	<input type="checkbox"/> Direct Sunrise	<input type="checkbox"/> Classic	<input type="checkbox"/> Full Service	<input type="checkbox"/> Committal Service	<input type="checkbox"/> Overnight Storage	<input type="checkbox"/> Direct Crem only	<input type="checkbox"/> Service Sheets?	<input type="checkbox"/> Crem to supply Service Books?	<input type="checkbox"/> Crem to display the Cross?	<input type="checkbox"/> Crem to supply Collection Plate?	<input type="checkbox"/> SPEAKERS TO BE ON: Waiting Room <input type="checkbox"/> Porch/Lobby <input type="checkbox"/>
<p><b>MUSIC REQUIREMENTS:</b></p> <p>*Obitus <input type="checkbox"/> *Organ <input type="checkbox"/> No Music Required <input type="checkbox"/></p> <p>*Ordered via Obitus:                  Webcast <input type="checkbox"/> Single Photo <input type="checkbox"/> Slideshow <input type="checkbox"/> Prof Tribute <input type="checkbox"/>                  Family Supplied Checking <input type="checkbox"/> Physical Copy <input type="checkbox"/></p>												
Name of Officiant <input style="width: 250px;" type="text"/>						Name of Organist <input style="width: 250px;" type="text"/>						TWO SCREENS WITHIN THE CHAPELS ONLY: ✓ here if you do NOT wish to have name displayed on the two screens <input type="checkbox"/>

\*Funeral Director to arrange organist & Obitus

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

<p><b>GARDEN OF REMEMBRANCE SCATTERING</b> <input type="checkbox"/></p> <p>Position: <input style="width: 250px;" type="text"/></p> <p>tick if Crem to allocate position <input type="checkbox"/></p>	<p>Is an appointment required? yes <input type="checkbox"/> no <input type="checkbox"/></p> <p style="font-size: x-small; color: red;">NOTE: IF NO APPOINTMENT IS MADE TO WITNESS, THE REMAINS WILL BE SCATTERED THE WEEK AFTER THE CREMATION</p> <p>tick if a PLAQUE is required <input type="checkbox"/> tick if a RESERVED SPACE is required <input type="checkbox"/> tick if BOOK of REMEMBRANCE entry is required <input type="checkbox"/></p>
<p><b>PLACEMENT IN A BELOW GROUND VAULT or ABOVE GROUND NICHE</b> <input type="checkbox"/></p> <p>Position: <input style="width: 250px;" type="text"/></p>	<p>Is an appointment required? yes <input type="checkbox"/> no <input type="checkbox"/></p> <p style="font-size: x-small; color: red;">NOTE: IF NO APPOINTMENT IS MADE TO WITNESS, THE REMAINS WILL BE REPLACED THE WEEK AFTER THE CREMATION</p>
<p><b>GRAVE INTERMENT</b> <input type="checkbox"/> or <b>SCATTERING</b> <input type="checkbox"/></p> <p>Position: <input style="width: 100px;" type="text"/> Section: <input style="width: 100px;" type="text"/> Number: <input style="width: 100px;" type="text"/></p>	<p>Is an appointment required? yes <input type="checkbox"/> no <input type="checkbox"/></p> <p style="font-size: x-small; color: red;">NOTE: IF NO APPOINTMENT IS MADE TO WITNESS, THE REMAINS WILL BE INTERRED/SCATTERED THE WEEK AFTER THE CREMATION</p> <p>Inter in a GRAVE? <input type="checkbox"/> Inter in an ASHES PLOT? <input type="checkbox"/> Scatter on a GRAVE? <input type="checkbox"/></p>

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.

**VIDEO RECORDING & WEBCASTING AT OUR CHAPELS:**  
 All services are video recorded and may be webcast by request. Recordings are deleted automatically after 28 days. Mourners should be advised that services will be recorded/webcast. You will find a plan located at the chapel to indicate where mourners can sit and exit without being recorded.

**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 and opening hours. The cremation authority may issue to any person a copy of, or an extract from, the statutory register as appropriate. You have the right to see the information held about you and to have any inaccuracies corrected. We do not send out circulars.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Funeral Director	Telephone Number
Address	

Please see notes overleaf

FINAL OFFICE CHECK COMPLETED date & initial	Form received:	Checked by:	Cheque Number:	Order/Receipt No.
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**AMOUNT DUE IF APPLICABLE: £**

FOETAL NUMBER **F**

## ***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 88 inches (223cms): width 40 inches (101cms): depth 24 inches (61cms). Please check with Crematorium Office regarding weight.

**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.

**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.**