

Bramcote Bereavement Services

Tel: 0115 917 3849 E-mail: bramcotecrem@broxtowe.gov.uk

Cremation No.

INSTRUCTION FORM - NEW / AMENDED (Please delete as appropriate)

This form to be forwarded to the Crematorium Office within 2 working days of the provisional booking. All other forms must be in possession of the Medical Referee by 10am the working day before the funeral date (excluding Weekends and Bank Holidays). The cancellation of a booking can only be accepted in writing (email is acceptable).

Chapel required Serenity 120 Seated
50 Standing Reflection 48 Seated
20 Standing Do Not Publish

Day: Date: Time:

Full name of deceased: (Mr, Mrs, Miss, or Ms)

Home address:

..... Postcode:

Age (last birthday): Marital status:

Occupation: (whether married, civil partner, widow, widower, surviving civil partner, neither married nor in a civil partnership. A civil partnership is a legalised same sex marriage)

Type of service Full Committal Memorial
Unattended Direct Attended Direct Sunrise Service Hospital
9am Serenity

Person taking the service:

Denomination:

Coffin plate will read:

Chapel list and flower card to read:

Only complete this section if the coffin plate, flower card or chapel list are to read different to the submitted full name of the deceased. Abbreviated or 'nick' names are permitted.

Serenity Chapel top screen: Crematorium Choice Family Choice

Any additional requirements:

The Bereavement Services Team at Bramcote Crematorium are committed to protecting and respecting your privacy when you use our services. For further information about how your personal information will be used, please visit www.bramcotebereavement.org where you can see a full copy of our Privacy Notice. Alternatively you can contact the Data Controller on 0115 917 7777.

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.

Funeral Directors Declaration

I certify that only natural materials have been used for the coffin and clothing of the above named deceased and any man-made materials contained therein are necessary only for the essential construction of the coffin or the respectful clothing of the deceased. I confirm that there is no glass contained within the coffin and understand that the Crematorium will seek to recover the costs of any damage caused from prohibited items.

Maximum coffin size is 87" x 33" x 25" deep, coffin is fully sealed and fit for purpose.

Signed:

Print Name:

Name (and Branch) of Funeral Directors:

.....

Memorial Service (No cremation)

Scattered in the grounds (section 1 to 24 only) of the Crematorium **without relatives present**, in a location chosen by the Crematorium staff

Scattered in the grounds of the Crematorium **without relatives present**, in the same location as:
Name: Relation: Month/Ref:
Name: Relation: Month/Ref:

Scattered in the grounds of the Crematorium **with relatives present**:
Date: Time: Persons present:
Location:
or same location as:
Name: Relation: Month/Ref:
Name: Relation: Month/Ref:

Held at the Crematorium for 1 Month fee of Charge (Thereafter, a fee is applicable, a new instruction will be required). **If no contact after 2 years, the ashes will be scattered in the Crematorium Grounds.**

Collected by: (Ashes can be collected 48 hours after the cremation)
Names:
Address:
(N.B. Unless the above is completed, the remains will only be released to the applicant. Proof of identification will be required upon collection.)
Please state final disposal if known:

Other:

The Crematorium can only store the floral tributes from this funeral for three days. Any flowers remaining after this time shall be assumed to be no longer required and removed for disposal. Where space allows we will move displays into our foyers, reception and chapels to prolong the life of the flowers for a longer period. All tribute cards and service details will remain with the flowers. You are welcome to take flowers away for further display.

Any electrical items brought to the Crematorium, using the Crematorium power supply, must have an individual certificate of PAT testing made available to the office beforehand.

The Bramcote Crematorium is committed to the Guiding Principles of Cremation of the Institute of Cemetery and Crematorium Management (ICCM). Cremation is normally completed on the day of the funeral, except when circumstances require the cremation to be delayed. No cremation will be delayed more than 72 hours.

We participate in a nationwide scheme to sensitively recycle residual metal as prescribed by the ICCM, full details of which are available from the office. If you do not wish the scheme to apply to this Cremation, please tick this box and the metal will be returned to you.

Applicant's authorisation of the above

Relationship to deceased:

Signature: Date:

Full name: (Mr/Mrs/Miss or Ms)

Address:

Postcode: Contact Tel No:

Email Address:

Within the next few weeks, the Crematorium office will forward a certificate containing details relating to the Service and Cremated remains, which may be of use to you for future reference, together with Memorial details. If you do not wish to receive this information, please tick this box.