

Cremation No.

INSTRUCTION FOR CREMATION

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 (fax or email is acceptable). Failure to provide proper written cancellation, or cancellation within 48 hours of the appointed time due to avoidable error may result in the Funeral Director being charged the appropriate administration fee detailed in the Scale of Charges in force at that time.

Chapel required Serenity 120 chairs plus designated standing area Reflection 46 chairs **NO** standing

Day Date Time

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

Home address

..... Post code

Age (last birthday) Occupation (Previous occupation if retired)

Marital status
(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 None Committal elsewhere

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.

Please submit music/officiant details on a separate 'requirements' form.

Please tick any of the following boxes, which might apply. The office may require additional information to be made available.

Horse drawn hearse <input type="checkbox"/>	Large attendance <input type="checkbox"/>	Witnessed charging <input type="checkbox"/>	Large or unusual coffin <input type="checkbox"/>
Service recording <input type="checkbox"/>	Soloist/Instrumentalist <input type="checkbox"/>	Use of wheelchair <input type="checkbox"/>	Service/Hymn sheets <input type="checkbox"/>
Dove/Balloon release <small>(environmentally friendly only)</small> <input type="checkbox"/>	Deceased's pet attending <small>(prior authorisation required)</small> <input type="checkbox"/>		
Any special needs of the family or mourners <input type="checkbox"/>			

Instrumentalists and soloist CANNOT be accommodated in the Reflection Chapel.

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.

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.

Signed

Print Name

Name (and Branch) of Funeral Directors

DISPOSAL OF CREMATED REMAINS

To scatter cremains you must tick box 1 or 2 and specify if an appointment is required

1. Scattered with other remains
*State details:-

Name Month/Year Relation

Name Month/Year Relation

**N.B. IMPORTANT - If the above details are not supplied, the cremated remains will be disposed of in an area selected by the Crematorium.*

2. Scattered in the Crematorium grounds *(The section used will be notified to the applicant)*

If by appointment, state:-

Date **Time** **Persons present**

3. Held at the Crematorium for 1 month free of charge
(Thereafter, a fee is applicable - a new instruction will be required before final disposal).

4. Collected by *(Name and 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

5. Columbarium *(Fees Applies Please contact office for further information)*

Location: Lease start date:

Agreement Number: Lease end date:

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.

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. You are welcome to take flowers away for further display.

Applicant's authorisation of the above

Signature Date

Full name (Mr/Mrs/Miss or Ms)

Address

.....

.....

Postcode Contact Tel No

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.