

Booking Number .....

## Notice of Cremation

This notice must be delivered to Charlton Park Crematorium, not later than **72 WORKING HOURS BEFORE THE TIME FOR THE CREMATION.**

<b>Service details:</b> Please complete all fields, ticking the relevant box where appropriate.							
Day and date of service:				Time of service:			
<b>Deceased's details:</b>							
Full Name of Deceased (as registered): .....							
Name on floral tribute and chapel card (if different from above): .....							
Permanent Address: .....							
..... Post Code: .....							
Age: ..... Sex: ..... Date of Death: .....							
<b>Name of Person Officiating:</b>				<b>Coffin Size:</b>			
<b>Type of service:</b> (any additional items, outside of the Tier structure, please contact the Crematorium) where appropriate.				<b>DIRECT CREMATION:</b> <input type="checkbox"/>			
<b>Standard Fee – Ceremonial Hall 60 mins (45min service)</b>							
Tier 1	<input type="checkbox"/>	Mon-Fri	<input type="checkbox"/>	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>
Tier 2	<input type="checkbox"/>	Mon-Fri	<input type="checkbox"/>	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>
Tier 3	<input type="checkbox"/>	Mon-Fri	<input type="checkbox"/>	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>
<b>Reduced Fee – Ceremonial Hall 30 mins (20 min service)</b>							
Tier 1	<input type="checkbox"/>	Mon-Fri	<input type="checkbox"/>	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>
Tier 2	<input type="checkbox"/>	Mon-Fri	<input type="checkbox"/>	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>
<b>Intimate Service – Oak Room 30 mins (20 min service)</b>							
Tier 1	<input type="checkbox"/>	Mon-Fri	<input type="checkbox"/>	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>
Tier 2	<input type="checkbox"/>	Mon-Fri	<input type="checkbox"/>	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>
<b>PRIVATE FUNERAL</b>			<input type="checkbox"/>	<b>Large Attendance (100+)</b>			<input type="checkbox"/>
Please tick if applicable							
<b>Special Requests or Additional Information:</b> (to be notified upon booking where possible) for example Music, Witness Charge, Shroud Cremation, Open Coffin, Piper in attendance, Horse drawn Hearse, Potential Media Presence.							

Charlton Park Crematorium abides by the Institute of Cemetery and Crematorium Management's Guiding Principles for Cremation and the Charter for the Bereaved. Copies of these documents are available from the Crematorium Office on request.

ENVIRONMENTAL MEASURES

1.

**CONSENT FOR THE DISPOSAL OF ORTHOPAEDIC IMPLANTS AND METAL RESIDUES**

To ensure that all metals are disposed of in a suitable manner that will reduce the impact on our environment, and to comply with current legislation, the Crematorium has joined the Institute of Cemetery and Crematorium Management (ICCM) recycling of metals scheme. All metals remaining after cremation, including orthopaedic implants will be sensitively recycled. Further details are available on request.

IF YOU PREFER THE METALS **NOT** TO BE RECYCLED, PLEASE TICK
2.

**ALL CREMATIONS TAKE PLACE WITHIN 72 HOURS OF THE FUNERAL**

All cremations will be carried out as soon as possible after the funeral service in accordance with the Code of Cremation Practice and the guiding principles in the Charter for the Bereaved, but in order to reduce the impact on the environment by ensuring best use of energy and minimising greenhouse gas and other emissions, some cremations may be carried out within 72 hours of the funeral Service.
3.

**Ashes Urn**

To reduce the impact on the environment, the cremation authority provides an biodegradable eco-box for the ashes to be placed in, where the instruction by the applicant is to collect the ashes, unless the funeral director supplies and alternative container.

Instruction For Ashes

I understanding that the ashes can remain at the Crematorium free of charge for one month from the date of service, after which time a holding **fee** will be payable.

I am aware that if I have requested for the ashes to be scattered without being witnessed, that this will take place **30 days** after the service date. If I have requested for the ashes to be collected by family or to be witness scattered, I need to contact the crematorium direct to make an appointment and the person nominated to collect will be required to bring a legal form of identification such as a driving license.

Should I wish to change my initial instruction for the ashes as completed on the application for cremation, the relevant consent form must be signed by me.

Floral Tributes

An area is provided at the crematorium for the display of floral tributes following a funeral service, and once mourners have left the crematorium the floral tributes will be moved to an alternative location. After 2 days all floral tributes will be disposed of. Please note that deer, rabbits and other wildlife roam the grounds and find floral tributes an attractive food source. Charlton Park Crematorium cannot accept any responsibility for floral tributes left at the crematorium either before during or after a funeral service.

Webcasting & Media for Service

All service are recorded and stored for 28 days. I understand that if I request the recording of the service, I must notify the mourners attending the service.

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.

General Data Protection Regulation 2016/679

All personal information will be held and treated in confidence in accordance with the GDPR. It will only be used for the purpose of providing this service and will not be shared with any third-party organisation.

I authorise the Crematorium to carry out the above instructions. I have read, understand and agree to the environmental measures and terms and conditioned as explained above.

Signed by the Applicant for Cremation: .....

Title & Printed Name: .....

Date.....

## **Funeral Director Declaration**

### **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 at the crematorium the responsibility of the funeral director towards it ceases and that of the cremation authority begins except in the instance of "Chapel use only".

The Funeral Director will book the service directly or online with the crematorium and provide all statutory paperwork at least 48 Working Hours in advance of the cremation service.

### **2. Construction of the coffin**

The coffin must be made of wood, a wood by-product or other suitable material which, when placed in a cremator and subjected to the accepted cremation processes, is easily combustible and does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion.

No metal furniture or fittings shall be used on a coffin for cremation. No metal of any kind shall be used in the manufacture of such a coffin except as necessary for its safe construction and then only of a high ferrous content. If there is a requirement to strengthen the bottom of the coffin, wooden strips may be placed lengthways for this purpose. Cross pieces must not be attached to the bottom of the coffin.

The coffin must not be painted or varnished but maybe covered in a suitable cloth. Products manufactured in polyvinyl chloride (PVC) must not be used in the construction of the coffin or its furnishings. The use of polystyrene must be restricted to the coffin nameplate only, in which case it must not exceed 90 grams in weight.

The coffin must have suitable handles attached.

### **3. 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.

### **4. Size and weight of the coffin**

Where the external dimensions of a coffin are likely to be or exceed length 81 inches; width 28 inches, depth 20 inches and the total weight is likely to exceed 20 stones the crematorium must be given advance notice. The maximum size of the coffin which the cremators can take is 86 inches (2,200mm) long, 39 inches (1,005mm) wide and 27 inches (710mm) deep.

The Maximum weight that can be cremated is 250kg, Including Coffin.

### **5. Clothing/ Additions to the Coffin**

Only clothes made from natural materials such as cotton, linen and wool will be permitted. Man-Made fibres can cause excessive smoke and fumes and are not therefore permitted. It is also not permitted to put into the coffin any object or substance which will not be easily reduced by cremation without causing excessive smoke or fumes. No Shoes, coat hangers, undrilled coconuts, metal, glass or ceramic objects should be placed in the coffin.

Cremated Remains (including Pet Ashes) must not be placed within a coffin, they can cause damage to the cremator and are at risk of being diminished during the cremation process.

### **6. Name plate / Identification Checks**

The funeral director must insure that the coffin is fitted with an appropriate name plate bearing 3 forms of ID. The minimum requirements for a name plate is to state:

- Deceased Full Name
- Date of Death
- Age

Footplates are desired but not essential.

### **7. Open Coffins**

The funeral director will inform the crematorium in advanced of the cremation service the request for an open coffin. The funeral director is responsible for the removal and replacing of the coffin lid and for the provision of bearers to remain with the coffin in the chapel to manage the congregation.

### **8. Shroud Cremations**

The funeral Director will inform the crematorium in advance of the cremation service the request for a shrouded cremation and will observe the requirements of the cremation authority. A suitable charging board must be provided.

### **9. 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 cremation office by the specified time.

10. Cremation of Infants

In cases where the bereaved parents request the Cremation of an infant, they should be warned that there may be 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 this information is not shared with families, the parents may have been denied the choice of earth burial and thereby subjected to understandable distress.

11. Cremated Remains

Charlton Park Crematorium will abide by the wishes of the Applicant for Cremation concerning the disposal of the 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 dimensions to provide a minimum of 200 cubic inches (3280 cubic cm) and be securely labelled. The container should be strong enough to prevent the lid being forced open as a result of the containers becoming distorted whilst in transit. Any Changes to the instructions for cremated remains must be made in writing.

12. Hazardous Implants

Hazardous implants during cremation, can cause significant damage to the Cremators and/or Crematorium staff. The Funeral Director must insure that Hazardous implants are removed and confirmation of removal is sent to the crematorium at least 48 hours prior to cremation.

Examples of Hazardous implants:

- Pacemakers
- Implantable Cardioverter Defibrillators (ICDs)
- Cardiac resynchronization therapy devices (CRTDs)
- Implantable loop recorders
- Ventricular assist devices (VADs): Left ventricular assist devices (LVADs), Right ventricular assist devices (RVADs), or Biventricular assist devices BiVADs)
- Implantable drug pumps including intrathecal pumps
- Neurostimulators (including for pain & Functional Electrical Stimulation)
- Bone growth stimulators
- Hydrocephalus programmable shunts
- Fixion nails
- Any other battery powered or pressurised implant or device
- Radioactive implants

13. Appropriate Vehicle

It is the responsibility of the Funeral Director to ensure that Deceased brought to the crematorium are transported in a clean, presentable vehicle and that the Deceased are secured sufficiently. It is the right of the crematorium to refuse entry, if they feel the vehicle is not fit for its intended purpose.

**In accordance with the code of cremation practice, on completion of the cremation the whole of the cremated remains shall be collected and shall be disposed of in accordance with the instruction received. No additional boxes will be provided should the family wish to split the remains.**

**GDPR legislation: Information that you provide will be held and used in compliance with the General Data Protection Regulation 2016**

Funeral Director's Name: .....

Company : .....

Declaration by Funeral Director –  
I have read and agree to abide by the Instructions for Funeral Directors as issued by  
Charlton Park Crematorium.

Signed: .....

Print name: .....

Date: .....