



Preliminary Application Form for Cremation

Cremation No.....

Sefton Metropolitan Borough Council Crematoria (Thornton and Southport)

Tel: 0151 924 5143 (Thornton) 01704 533443 (Southport) E-mail: CremationFormTGR@sefton.gov.uk
CremationFormScrem@sefton.gov.uk

All Cremation Forms must be with the crematorium office no later than 48 hours before the service date and time booked

Part 1 Cremation Arrangement

Day..... Date..... Time..... at Crematorium

Name of Deceased (Mr/Mrs/Miss/Dr/Ms).....

Part 2 Details of the Deceased

Date of Death..... Age..... **OR** Stillborn NVF (gestation)

Denomination.....

Address.....

..... Postcode.....

Part 3 Details of Service

Service Type Full Committal No Service Extended

Music Ordered Via Wesley

Music In.....

Middle.....

Middle 2.....

Out.....

Please note the crematorium will no longer take any responsibility for service sheets being handed out or present for services.

Part 4 Special Requests PLEASE TICK IF REQUIRED

Use of Organ Large attendance expected Witness charge (coffin)

Curtains closed Voile closed Non Trad. Coffin Coffin Material

Coffin over 30" Coffin sizex..... (inches) Coffin Weightst

(Ideally morning service)

Ext. Speakers Visual Tribute Recording of Service Webcast

Part 5 Funeral Director information

Name of Funeral Director.....

Address.....

..... Postcode..... Tel:.....



Instruction to Funeral Directors

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 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.

2. **NOTICE OF CREMATION** 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. For administrative reasons these times may vary according to local requirements.

3. **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** 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. 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. Cardboard coffins should not contain chlorine in the wet strength agent. (e.g. not using polyamidoamine-epichlorhydrin based resin (PAA-E). Contact should be made with the Crematorium Administration to ensure that the coffin selected is fit for the purpose of cremation.

4. **COFFIN FURNITURE AND FITTINGS** No metal furniture or fittings whatever shall be used on a coffin for cremation. Coffin handles should be free from unnecessary metal components. 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) or melamine must not be used in coffin construction or furnishings. 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.

5. **LINING OF THE COFFIN** The use of saw dust, cotton wool or shredded paper within a coffin 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.

6. **SIZE OF THE COFFIN** Where the external dimensions of a coffin are likely to exceed length 81 inches (206cms); width 28 inches (71cms); depth 22 inches (56cms) the proper officer of the crematorium must be consulted as soon as practicable.

7. **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.

8. **CREMATION OF INFANTS and FOETAL REMAINS** Mothers of non-viable babies and families of stillborn babies and very young deceased babies considering cremation should be advised that cremated remains/ashes will be recovered, however despite every effort being made to recover ashes following a cremation, on very rare occasions (particularly with a cremation following an early pregnancy loss) there may be no recoverable ashes. Families should also be reminded of the availability of the option of burial. If the advice is not given the parents may have been denied the choice of earth burial and thereby subjected to understandable distress.

9. **BODY PARTS** Body parts presented at the crematorium for cremation normally consists of soft tissue which in the absence of any bone structure will produce a small amount of cremated remains.

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

Signed by Funeral Director..... Printed (name)

On Behalf of..... Date



Environmental Policy

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. All/Any monies raised from the recycling process of metals will be distributed to charities under the current scheme.

SHOULD YOU WISH TO DISPOSE OF METALS IN ANY OTHER WAY PLEASE INDICATE BY TICKING THE BOX.

Metals will then be returned to you in a container that you should arrange your Funeral Director to supply to the Crematorium.

Freedom of Information Act 2000

Please note that under the Freedom of Information Act 2000 information relating to the funeral arrangements may be disclosed to third parties in line with the new GDPR regulations requirements.

Holdover

I am aware cremation may not take place on the same day but should normally be completed within 24 hours of the service. **IF YOU DO NOT CONSENT TO THE HOLDING OVER OF THE DECEASED, PLEASE TICK THE BOX PROVIDED** (please note, in certain cases holdover may be required in the event of machine failure from time to time), SERVICES BOOKED AFTER 2PM EACH DAY WILL BECOME AUTOMATIC HOLDOVERS DUE TO STAFFING LEVELS AND ENVIRONMENTAL IMPACTS. IF YOU DO NOT WISH TO HAVE YOUR LOVED ONE HELD OVER SECURELY AT THE CREAMTORIUM PLEASE USE OTHER SERVICE TIMES AVAILABLE.

Disposal of Flowers

Removed by Funeral Director / Display in Floral Area. If you require flowers to be kept, please inform the crematorium so you can arrange the date to collect from site, within 7 days from the date of the funeral.

Data Protection

As part of the process of booking a cremation the council collects and processes personal data relating to the deceased and the applicant. The council needs to process data to take steps to ensure that it is complying with its legal obligations and Government guidelines. Your information will be shared internally for the purpose of dealing with the matters in hand. Your data will not be transferred outside the European Economic Area.

The council takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties. Upon the completion of the cremation your data will be stored in a secure location for 2 years as per the Government guidelines for electronic data. Physical copies of paperwork will be scanned and saved for 2 years.

Memorial Packs

IF YOU WOULD LIKE TO RECEIVE A MEMORIAL PACK to see options of Memorials available at the Crematorium, **PLEASE TICK THE BOX** provided.

Applicant Declaration

I DECLARE that to the best of my knowledge and belief, the information in this preliminary application is correct.

I confirm I have indicated on Form 1 my wishes to dispose of the cremated remains. I understand that the crematorium will hold my details for use in statutory registers and client database.

Signature of Applicant Date: