Notice of Cremation

Cremation 1

Replacing Cremation 1 issued 2009

Cremation number:

Easthampstead Park Cemetery and Crematorium

South Road, Nine Mile Ride, Wokingham, Berkshire RG40 3DW

T: 01344 420314 F: 01344 353273 www.bracknell-forest.gov.uk

Bracknell Forest Council

Day and date of service		Time
Full name of deceased	Mr/Mrs/Ms/Miss	Age
Address		
	Postcode	

Service Held In:	☐ Braccan (existing)	☐ Wellington (new) – note: no organ

Type of service: Full ☐ Committal ☐ No service ☐

Audio Visual options: Please tick where appropriate

Please see our Audio Visual choices booklet for more information on these options.

The Funeral Director can advise on charges for these services.

Recording of service **(extra charge)**

Please indicate which format

CD AUDIO ☐ DVD ☐ Webcast ☐

Memory stick (USB) ☐

A **visual tribute** can be displayed on the screens in the chapel **(extra charge)**. Please indicate your choice

Single Image ☐

Multiple Images with or without music ☐

For all Audio/Visual options your Funeral Director must contact the supplier directly no later than 3 days prior to the service. *N.B. All services are recorded.* *A copy of the service can be ordered up to 28 days later. After 28 days the service recording is deleted.*

Name of officiant	Special requests - (ie open coffins)
Denomination	
Funeral Director	
Address	
Postcode	Telephone number

Environmental policy: Easthampstead Park Crematorium normally carries out cremations on the same day as the funeral, but in order to reduce the impact on our environment some cremations may take place the following day after the service (within 24 hours - excluding weekends). 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 to comply with existing legislation. All profits from such reclamation of metals are dispersed among bereavement related charities.

Should you wish to dispose of the metals in any other way then please indicate by ticking the box and the metals will be returned to you separately with the cremated remains. ☐

I understand that metals remaining following cremation will be disposed of via the charitable scheme administered by the Institute of Cemetery and Crematorium Management.

Signed .....Date.....

Applicant for cremation

This form together with all necessary forms to reach the crematorium office no later than 09.30 hours on the working day prior to the proposed date of the cremation. Failure to do so may result in the delay of the funeral service.

Instructions for Funeral Directors

INSTRUCTIONS FOR 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 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 85 inches (216cms); width 41 inches (104 cms); depth 29 inches (74cms) the proper officer of the crematorium must be consulted as soon as practicable as these are our maximum dimensions within the cremators.

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 or rubber are not allowed. Body adornments manufactured from copper should be removed as should any easily removable prostheses or casts of plaster or other material. Additional items, glasses, items made from glass, plastic, nuts, coconuts etc.. can not be placed within the coffin. If you are unsure please check with the Crematorium
Jewellery
The temperature in a modern cremator is sufficiently high to melt most types of precious metal hence it is unlikely that any residues will be recovered from items of jewellery. It is recommended that such items are not included in the coffin. (Glass type jewellery will come under the same restrictions as glass).

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 where there is a possibility that cremated remains/ashes will not be recovered and 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 not produce any cremated remains. Please complete Notice of Cremation Form 2 (Blue Form)

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.

11. OPEN COFFINS
If requested by the Applicant for Cremation or Burial the lid of the coffin or container may be removed for the duration of the chapel service and subsequently replaced prior to the committal (This action cannot be permitted in cases where cause of death is a notifiable disease, the Funeral Director must inform the Crematorium if this is the case).

Open Coffin Services
The Funeral Director is responsible for removing and replacing the coffin lid and must remain within the service for the duration. The Funeral Director must ensure that no items named in the previous sections of this document are within the coffin prior to the lid being replaced for Cremation.

Witness Charges
Please notify the Crematorium of a witness charge request The Witness Charge room accommodates a maximum of 10 persons only.

Confirmation I/We confirm that the coffin and its fittings conform to the requirements (detailed above) and that we will comply with all conditions detailed above (1-11)	
Signed (Funeral Director)	Print Name (Funeral Director) .....
Date of Signature:	

Cremation 1 (Replacing Cremation 1 issued 2009)

Application for cremation of the body of a person who has died

Bracknell Forest Council

This form can only be completed by a person who is at least 16 years of age.
Please complete this form in full, if a part does not apply enter 'N/A'.

Part 1: Details of crematorium

Easthampstead Park Cemetery and Crematorium	
Name of funeral director	Telephone number

Part 2: Your details (the applicant)

Your full name	Mr/Mrs/Ms/Miss
Address Postcode	Telephone number email

Part 3: Details of the person who has died

Full name	Mr/Mrs/Ms/Miss
Address Postcode	Occupation or last occupation if retired or not in work at date of death
Age at date of death	Sex: Male Female
Status: married/civil partnership widow/widower/surviving civil partner Single	

Part 4: The application

1. Are you a near relative or an executor of the person who has died? Near relative means the widow, widower or surviving civil partner of the person who has died, or a parent or child of the person who has died, or any other relative usually residing with the person who has died. If No, please give the nature of your relationship and explain why you are making the application rather than a near relative or an executor.	Yes No
2. Is there any near relative(s) or executor(s) who has not been informed of the proposed cremation? If Yes, please give the name(s) and the reason(s) why they have not been contacted.	Yes No
3. Has any near relative or executor expressed any objection to the proposed cremation? If Yes, please give details.	Yes No
4 What was the date and time of death of the person who has died?	Date: Time:
5. Please give the address where the person died. Address: Postcode	Please state whether it was the residence of the person who has died or a hotel, hospital, or nursing home etc. Their home Hospital Other please specify Hotel Nursing home .....
6. Do you know or suspect that the death of the person who has died was violent or unnatural?	Yes No

Regulation 16(1)(a) of the Cremation (England and Wales) Regulations 2008

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7. Do you consider that there should be any further examination of the remains of the person who has died? If you have answered Yes to questions 6 or 7, please give reasons.	Yes ☐ No ☐

8. What is the name, address and telephone number of the usual doctor of the person who has died?	
Doctor's name:	
Address .... Postcode	Telephone number

9. Please give the name, address and telephone number of the doctor(s) who attended the person who has died during their last illness.	
Doctor's name:	
Address .... Postcode	Telephone number
Address .... Postcode	Telephone number

10. Was any implant placed in the body which may become hazardous when the body is cremated (e.g. a pacemaker, radioactive device, battery powered device or "Fixion" intramedullary nailing system)?
Yes ☐ No ☐ I don't know ☐

Implants may damage cremation equipment if not removed from the body of the deceased before cremation and some radioactive treatments may endanger the health of crematorium staff.

If Yes, please give details and state whether it has been removed.

Part 5: Inspection of certificates

You are entitled to inspect the certificates (if any) given by doctors under regulation 16(1)(c)(i) of the Cremation (England and Wales) Regulations 2008 (forms Cremation 4 and Cremation 5). If you do not wish to inspect any such certificates yourself you may nominate another person to inspect them instead of you.

Such certificates will only be available for inspection at the offices of the cremation authority for 48 hours from the time that the cremation authority notifies you, or the person you have nominated, that the certificates are available to be inspected. You may take someone with you when you attend to inspect the certificates. If you, or the person nominated by you, do not attend to inspect the certificates at the time agreed with the cremation authority, the cremation may then proceed.

Please state if you would like to inspect the certificates given by the doctors or whether you would like to nominate someone else to do so instead and give a contact telephone number.

If certificates are given by medical practitioners:

☐ I would like to inspect the certificates and my contact telephone number is:

☐ I nominate: .....

to inspect the certificates and their contact telephone number is.....

Part 6: Applicant's instructions for ashes

Local practices regarding ashes vary and your funeral director or cremation authority will be able to advise you about these.

Please then tick the relevant box to confirm whether you have chosen Option 1, 2 or 3 below for the ashes following this cremation, and provide further details in the relevant free text box.

If you choose Option 1 or 2 you may alter your choice, confirmed in writing with your signature, before the cremation authority has made arrangements to implement your chosen option, so please advise your funeral director or the crematorium as soon as possible if you change your mind.

☐ **Option 1: Ashes to be scattered / interred / otherwise dealt with by the crematorium**

Please give further details of your wishes here, from the options offered by the crematorium, for instance where the ashes should be scattered/placed and when; and whether you wish this to be witnessed.

☐ **Option 2: Ashes to be collected from the crematorium**

Please give further details of your wishes here, such as who will collect the ashes (for instance you and/or another family member, the funeral director, or another specified person); and by which date, if known. The person collecting the ashes should bring a form of identification.

☐ **Option 3: Ashes to be held awaiting your decision**

Please give further details of your wishes here, for instance where and for how long the ashes should be held awaiting your decision.

When you have later made a decision, please confirm this, in writing with your signature, to your funeral director or crematorium.

Part 7: Recovery of ashes

Despite every effort being made to recover ashes following a cremation, on very rare occasions (particularly with a cremation of stillborn children) there may be no recoverable ashes. If you have any questions about this, please ask your funeral director or crematorium.

Please tick the box below to confirm that you understand this and that you wish to proceed with the cremation.

☐

Part 8: Statement of truth

I apply for the body of the person who has died to be cremated and I certify that I am at least 16 years of age.

I believe that the facts given in this application are true. I am aware that it is an offence to wilfully make a false statement with a view to obtaining the cremation of any human remains.

Print your full name:

Signed	Dated ☐☐/☐☐/☐☐☐☐

Privacy Notice

Easthampstead Park Cemetery and Crematorium take your privacy seriously and will only use your personal information to administer your instructions to provide the service you have requested.

We would like to contact you regarding details of what we offer to help you decide where you can place the remains after the service, we plan to send you our booklet offering commemorative memorials and scattering locations. If you do consent to us contacting you for this purpose, please tick here ☐

Your personal information will be used for this purpose only and will not be sent to third parties.

Cremation number:

Instructions for cremated remains

In conjunction with Part 6, applicants instructions for ashes and what is available at Easthampstead Park Cemetery and Crematorium.

Easthampstead Park Cemetery and Crematorium
South Road, Nine Mile Ride, Wokingham, Berkshire RG40 3DW
T: 01344 420314 F: 01344 353273 www.bracknell-forest.gov.uk

Bracknell Forest Council

Re the late.....

I hereby authorise the Manager of Easthampstead Park Crematorium, Wokingham, to dispose of the Cremated Remains of the above named deceased as follows:

☐ By strewing in the Gardens of Remembrance.

☐ Placed with a previous deceased

Name .....

Date of previous cremation .....

Do you wish to witness the final disposal. Yes ☐ **No** ☐ (This will be carried out the following working day)

☐ Collected by

☐ Placed in a sanctum or interred in the cemetary (additional charges)

☐ Temporary deposit (see below)

RETAIN the ashes on TEMPORARY DEPOSIT at the Crematorium until a decision has been made as to their final disposal. Cremated remains can be held for a period of up to 3 MONTHS) a charge is made after the first month) after which time, in the absence of the crematorium receiving any written or any alternative arrangements for disposal, I authorise the Crematorium to disperse the ashes in the Garden of Remembrance.

Name of Applicant .....

Address.....

.....

Signature ..... Date .....

NB. THIS FORM MUST BE SIGNED BY THE PERSON WHO APPLIED FOR THE CREAMATION

Collection of cremated remains

I confirm that I have made the necessary checks to identify the cremated remains and that I am satisfied that all of the identity labels match with the sticker on the outside of the container.

Signed ..... Print name .....

of ..... Funeral Directors (or applicant for cremation)

on..... (date)