



## Notice of Cremation

South Essex Crematorium, Ockendon Road, Upminster, RM14 2UY 01708 434455 cemeteries@havering.gov.uk

**Please complete this form in block capitals. Your booking is not confirmed until this is received at the crematorium office. Instructions for funeral directors are on the back page.**

Day  Date  Time

### Deceased

Full Name:

Address:

Name to appear on noticeboards:

### Cremation

Service Type: Full  Committal

Religion:  Minister's Name:

Recordings: CD  DVD  Webcast  Visual Tribute

*There is an additional charge for this service. If required, you must complete a Music Request Form. Webcasts must be provisionally booked by telephone through the crematorium office.*

Special Instructions:

Enclosures: Form 1  Form 4&5  Form 6/Registrars  Other  Fees

Funeral Director:

Telephone No:  email:

Name:  Signature:

### Crematorium use only

Inspection of Medical Forms Requested: Yes  No

Ashes Instructions:

Finance Input:   /  /

## Consent Notice and Instructions of the Applicant

If you require this important information in large print or in any other format, please contact us on 01708 434433

### Recycling of Metals

Soft metals such as gold and silver melt and combine with the ashes. We recommend that precious metals in the form of jewellery are kept by the family and not cremated with the deceased. Unless you tick the box below, we will dispose of all other metals remaining after cremation, such as orthopaedic implants, in the most suitable manner to reduce the impact on our environment. This will include the sensitive recycling of metals.

If you would like the metals returned to you please tick here.

### Codes of Practice

All cremations will be carried out to meet the standards of the Federation of Burial and Cremation Authorities Code of Cremation Practice and the Institute of Cemeteries and Crematorium Management Guiding Principles for Cremation. In accordance with these national codes of practice, all cremations will normally take place within 24 hours. This helps us to reduce the impact on the environment by making better use of energy and reducing greenhouse gases.

If you insist that the cremation takes place the same working day, please tick here.

### Donations

Many families choose to give donations to a favourite charity through their funeral director rather than have floral tributes. If you want us to provide somewhere for mourners to place their donations as they enter the chapel, please tick here.

If you would like the name of a charity please indicate here:

### Floral Tributes

We will display the floral tributes for three days after the cremation. After this, the flowers will be disposed of in the most suitable way. This will include composting or reusing the flowers in chapels or reception facilities. Flowers are left at the owner's risk and we are not responsible for theft or damage, including damage caused by wildlife.

If you wish to collect the flowers and take them away please tick here.

### Further Information

Shortly after the funeral, we will send you information about what happens next. If you do not wish to receive this, please tick here.

## Ashes Instruction

Please complete this form carefully. Once we have buried ashes in the memorial gardens they cannot be removed. Ashes are unlikely to be available from the cremation of a baby or infant so parents may wish to consider burial.

### Please make the following arrangements for the ashes:

**Keep the ashes securely** at the crematorium for one month to give me time to make a decision. *If you have not contacted the crematorium within that time, we will write to you asking for your decision.*

**Release the ashes to**

in a  biodegradable cardboard casket  plastic urn  container of my choice  
*A range of urns and caskets are available for purchase at the crematorium.*

Please tick this box if you wish to take the ashes abroad

**Bury the ashes in an existing family grave** in Upminster, Rainham, Romford or Hornchurch cemetery. I will contact the crematorium office to make the arrangements.  
*You will need the written permission of the grave owner.*

**Bury the ashes in the crematorium memorial gardens.**

**I do not wish to be present** when you bury the ashes. I understand you will wait for 14 days following the cremation to allow me time to change my mind

**I wish to be present** and will telephone the crematorium office to make an appointment. *There is an additional charge to attend the service.*

If you wish the ashes to be buried in the same area as another member of your family already buried in the South Essex Crematorium Memorial Gardens, please give their details here:

Name  who died in

## Consent of Applicant for Cremation

As the Applicant for the cremation, I have read and understood the available options. I agree to the cremation and arrangements for the ashes as I have indicated on this form. I understand any changes to these instructions must be in writing and signed by me.

Signed:

Your full name:

Relationship to the Deceased:

Your email address (optional):

Date:  /  /

## Instructions for Funeral Directors

All forms for cremation must be received by **10am at least one clear working day before the cremation (excluding weekends and Bank Holidays)**. The Applicant (or their nominated representative) has the right to inspect forms 4&5. Where the applicant wishes to inspect Forms 4&5 strict timetables apply and the statutory forms **must be received three working days** before the cremation. You should allow enough time when booking the funeral for this process to be completed.

Each cremation will usually have:

1. Notice of Cremation
2. Music Request Form
3. Form 1 (Application for Cremation)
4. Forms 4&5 (Certificate of Medical Attendant & Confirmatory Medical Certificate) and Registrars Certificate for Disposal **or** Form 6 (Coroner's Certificate for Cremation)

There are separate forms for the cremation of non-viable foetus's, stillborn babies and body parts. Please contact us if you need more information.

The Medical Referee has the right to order a post-mortem or to refuse a cremation

**Music, Recordings and Webcast Requirements** A wide choice is offered at South Essex Crematorium through our organist and the Wesley Music system. Full details are included on the Music Request Form. So that we have a clear record of your instructions, please complete the form and fax it to the crematorium office.

**Crematorium Chapels.** The South Chapel seats approximately 120 people & services start at 9.20, 10.00, 10.40, 11.20, 12.00, 12.40, 1.20, 2.00, 2.40, 3.20, 4.00. The East Chapel seats approximately 40 people & services start at 9.40, 10.20, 11.00, 11.40, 12.20, 1.00, 1.40, 2.20, 3.00, 3.40. Extra service times or weekend funerals can usually be provided by prior agreement for an additional fee.

**Responsibility.** The Funeral Director shall observe the regulations of the South Essex Crematorium and follow the instructions of the crematorium staff. The Funeral Director is responsible for providing sufficient bearers to convey the coffin reverently 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 Crematorium begins.

**Construction of the Coffin and Clothing** All clothing should be of natural fabrics only. The coffin must be made of a suitable material which, when placed in a cremator and subjected to the accepted cremation processes, 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 furniture or fittings whatever shall be used on a coffin for cremation. No metal of any kind shall be used to manufacture the coffin except as necessary for its safe construction and then only metal of 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 must be placed lengthways for this purpose. The coffin must not be painted or varnished but may be covered with a suitable cloth. Products containing any chloride or fluorides are prohibited eg polyvinyl chloride (PVC), melamine. The exception is the use of polystyrene which is restricted to the coffin nameplate only and this must not exceed 90 grams in weight. The use of sawdust or cotton-wool must be avoided in the lining of the coffin. If circumstances require, suitable sealing material may be used, but no metal rubber or PVC will be permitted.

**Size of Coffin.** The maximum external dimensions of a coffin must not exceed length 84" (213cm), width 32" (80cm), depth 25" (63cm).

**Urns and Caskets.** Ashes will be released in a plastic urn or other container unless you have requested a biodegradable container on this application form.

Further information is available from the crematorium office or our website [haverling.gov.uk](http://haverling.gov.uk).

Adapted from Federation of Burial & Cremation Authority's Instructions for Funeral Directors