



Notice of Cremation

South Essex Crematorium, Ockendon Road, Upminster, RM14 2UY
Tel. 01708 434455 Fax. 01708 434422 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 (as on Death certificate):

Address:

Name to appear on noticeboards:

Cremation

Service Type: Full Committal Unattended

Religion: Minister's Name:

Recordings: We can supply CD and DVD recordings of the service and have the facility to provide a Webcast from either chapel. We can also supply a Visual Tribute in the South Chapel only. *There is an additional charge for these services.*

All audio visual requests must be made through your funeral director. All photos for visual tributes must be uploaded and all Webcasts ordered, a minimum of 48 hours before the service.

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

Inspection of Medical Forms 4 and 5

If you wish to inspect the forms completed by the Medical Practitioners, you must indicate on Cremation Form 1 Part 5. Once the forms are in the crematorium office you, or your nominated representative, must inspect them **within 48 hours**. The paperwork needs to be with our office in good time as our Medical Referee cannot authorise cremation **within 24 hours of inspection**.

Recycling of Metals

Soft metals such as gold and silver melt and combine with the ashes and are not recoverable. 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 two full days after the cremation. On the morning of the third day after a funeral (including weekends) flowers will be disposed of in the most suitable way. This may 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

Arrangements for the ashes

Please read this carefully before completing Cremation Form 1, Application for Cremation of the body of a person who has died. Once we have buried ashes in the memorial gardens they cannot be removed.

If you choose:

Option 1: Ashes to be scattered/interred/otherwise dealt with by the crematorium, **you must tell us, on Cremation Form 1 Part 6 whether or not you wish to be present when we bury the ashes.**

If you wish to be present you must contact the crematorium office within the four weeks following the funeral to make an appointment. *There is an additional charge for this service.*

If you do **not** wish to be present when we bury the ashes and you want us to bury the remains in the same area as another member of your family already buried in the South Essex Crematorium Memorial Gardens, you must give us, on Cremation Form 1 Part 6, the name and date of death of the previous deceased. If this is not specified the ashes will be buried in our general burying area.

We will wait for 14 days following the cremation to allow you time to change your mind.

If you want the ashes to be laid to rest in an existing grave in one of our cemeteries the grave owner must complete an interment form to authorise this and pay the appropriate fee whether witnessed or not.

Option 2: Ashes to be collected from the crematorium, **you must name the person or funeral director who will be collecting the remains.**

Unless they are a funeral director, that person must make an appointment to collect the remains and bring with them a form of photographic identity e.g. a passport or driving licence.

Remains will be released in a biodegradable urn. If you would like remains to be released in a plastic container or a container of your choice please tick to specify.

A range of urns and caskets are available for purchase at the crematorium.

You must tell us if you wish to take the remains abroad as you may need an additional cremation certificate.

Option 3: Ashes to be held awaiting your decision, **we will keep the ashes securely at the crematorium for one month to give you time to make a decision.** *If you have not contacted the crematorium within that time, we will write to you asking for your decision and if we have no response from you, the ashes will be laid to rest in our memorial gardens and a record kept of the location.*

Consent of Applicant for Cremation

As the Applicant for the cremation, I have read and understood the available options as well as the instructions regarding arrangements for the ashes. I agree to the cremation 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:

Date:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Haverling Council is the Data Controller and personal data that you provide will be used by us for Bereavement Services to fulfil this contract. To find out more about how we use, store & protect your data visit <https://www.haverling.gov.uk/dataprotection> or email GDPR-dataprotection@onesource.gov.uk

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 preterm babies, 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. We use the Obitus media system and your funeral director will place your order for music, recordings, photo tributes or a webcast. We also have organs in each chapel; you may bring your own organist.

Crematorium Chapels. The South Chapel seats approximately 120 people & services start at 9.30, 10.30, 11.30, 12.30, 13.30, 14.30, 15.30. The East Chapel seats approximately 40 people & services start at 9.00, 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 whatsoever 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 biodegradable urn unless you have requested a plastic container or other container of your choice on this application form.

Further information is available from the crematorium office or our website havering.gov.uk.

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