



FOR USE AT GORNAL WOOD AND STOURBRIDGE CREMATORIA

PARTICULARS OF CREMATION

CREMATION No.....

- 1. Name of Deceased Age
2. Address
3. Date and time of Cremation
Day Date Time
4. Is a Full Service or Committal only required? Religion
5. Hymns
6. Is the coffin to be lowered or curtains drawn at the Committal?
7. Service Sheets YES/NO
8. Special requests? (Tapes/CD s).....
Funeral Director Telephone No
Address

The Funeral Director is required to comply with and sign The Instructions to Funeral Directors notice, which is printed overleaf if they have not signed an annual declaration form.

DISPOSAL OF CREMATED REMAINS

- * A. I request that the cremated remains be strewn in the GARDEN OF REMEMBRANCE at the Crematorium.
Witness by family YES/NO Date/Time of Witness.....
* B. I request that the cremated remains be retained temporarily pending further instructions for a period of one calendar month from the date of cremation.
* C. I request that the cremated remains be buried in CEMETERY in a new/re-opened grave for which an additional fee is payable.
Section Grave Witness by family YES/NO
* D. I request that the cremated remains be placed in the COLUMBARIUM at Gornal Wood Crematorium, for which an additional fee may be payable.
* E. I request that the cremated remains be COLLECTED by
Certificate required? YES/NO
Please delete whichever does not apply.

Data Protection Act 1998

Any personal details entered on this form and on the Application for Cremation (Form A, the completion of this form is required under the Cremation Acts, 1902 and 1952), are for the purpose of administering the services you have requested and the management of Cemeteries and Crematoria. We will only share this information with your funeral director where this is required for completion of the service. We may also use your details to send you further information about the Crematorium and Memorials for further information on how your personal data is used, please contact the Head of Bereavement Services on 01384 813970.

Signed PRINT NAME Date
(N.B. This must be signed by the applicant completing Form A)

RECEIPT FOR CREMATED REMAINS

RECEIVED this day of 20
The Cremated Remains of the above name deceased.

Signature PRINT NAME

Address

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 reverently 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. **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 dips 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 in the manufacture of such coffin except 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. 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) must not be used. 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.
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 OF THE COFFIN.** Where the external dimensions of a coffin are likely to exceed length 81 inches (206 cm), width 28 inches (71cm), depth 22 inches (56cm), the proper officer of the crematorium must be given advance notice. These coffins are preferably to be booked in early in the day. The maximum sizes of coffins that can be accepted are as follows:
 Gornal Wood: Width, 33 inches (83cm), depth, 24 inches (60cm), length, 89 inches (227cm).
 Stourbridge: Width, 30 inches (76cm), depth, 18 inches (45cm), length, 84 inches (213cm).
5. **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 adornment's 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.
6. **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 time of 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.
7. **CREMATION OF INFANTS.** In cases where bereaved parents desire the cremation of an infant, they should be warned that there are 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 the warning is not given the parents may have been denied the choice of earth burial and thereby subjected to understandable distress.
8. **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 dimension to provide a minimum of 200 cubic inches (3,280 cubic cm) 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.

FUNERAL DIRECTORS DECLARATION

This signed declaration signifies that the owner/manager of the funeral director business named below and their staff who are administering the cremation in respect of the deceased named overleaf, have complied with the Code of Practice regarding the coffin construction and furnishings.

It is also declared that the coffin contains no item or items which may/will cause hazard within the Crematorium or lead to an illegal emission into the air as detailed in the Environmental Protection Act 1990 and relevant Guidance Notes.

Signed Business Name

Print Name* Address

Position

Date Telephone

*Block Capitals Please.

For Office Use Following up the final disposal of cremated remains

Action	Completed	Date	Initials	Who office spoke to	Comments
To ring F/D give 14 days notice for new instructions					
Letter sent to applicant in accordance with Reg 16.					

Action	Date Cremated remains scattered	Initial of staff
No further instruction received by the office from applicant. Head of Bereavement Services hereby authorises the Crematorium Technician to scatter the said remains.		
Print		
Sign		