

Cremation Number: .....

## Notice of Cremation

Received: \_\_\_\_\_

This notice must be delivered to The Manager, Cemeteries Office, All Hallows Road, Caversham, Reading RG4 5LP, not later than **3 CLEAR WORKING DAYS BEFORE THE PRE-ARRANGED TIME FOR THE CREMATION.**

<b>Service Details: Do not leave any fields unanswered - please tick the relevant box where appropriate</b>	
Day and date of service:	Time of service:
<b>Deceased's Details</b>	
Full Name of Deceased (as registered): .....	
Name on floral tribute and chapel card (if different from above).....	
Permanent Address: .....	
..... Post Code: .....	
Age: ..... Sex: ..... Date of Death: .....	
Name of Person Officiating:	Denomination:
<b>Type of service:</b> Full Service / Committal / Direct (delete as appropriate)	
Curtains: to close <input type="checkbox"/> remain open <input type="checkbox"/> Cross: left in situ <input type="checkbox"/> To be removed <input type="checkbox"/> Large Congregation (150+) please tick if applicable <input type="checkbox"/> Private Funeral: <input type="checkbox"/> If ticked, no information will be given to enquirers; they will be referred to the funeral director. The funeral will not be listed and no floral card displayed.	Via Obitus <input type="checkbox"/> Organist <input type="checkbox"/> Media Requested <input type="checkbox"/> Service Sheets <input type="checkbox"/> Providing Cds <input type="checkbox"/> Cd's will only be accepted if Obitus cannot provide. We do not accept burnt cds or any that arrive less than 48 hrs prior to the service.
<b>Special Requests or Additional Information:</b> (to be notified upon booking where possible) for example; Witness Charge, Shroud Cremation, Open Coffin, Piper in attendance, Horse Drawn Hearse, Potential Media Presence	

Reading Borough Council abides by the Institute of Cemetery and Crematorium Management’s Guiding Principles for Cremation and the Charter for the Bereaved. Copies of these documents are available from the Crematorium Office on request.

**ENVIRONMENTAL MEASURES**

- 1. CONSENT FOR THE DISPOSAL OF ORTHOPAEDIC IMPLANTS AND METAL RESIDUES**  
 To ensure that all metals are disposed of in a suitable manner that will reduce the impact on our environment, and to comply with current legislation, the Crematorium has joined the Institute of Cemetery and Crematorium Management (ICCM) recycling of metals scheme. All metals remaining after cremation, including orthopaedic implants will be sensitively recycled. Further details are available on request.

IF YOU PREFER THE METALS NOT TO BE RECYCLED, PLEASE TICK

- 2. ALL CREMATIONS TAKE PLACE WITHIN 72 HOURS OF THE FUNERAL**  
 All cremations will be carried out as soon as possible after the funeral service in accordance with the Code of Cremation Practice and the guiding principles in the Charter for the Bereaved, but in order to reduce the impact on our environment by ensuring best use of energy and minimising greenhouse gas and other emissions, some cremations may be carried out within 72 hours of the funeral Service, on a Friday means the cremation may not take place until the following Monday (within 72 hours of the service).

- 3. Ashes Urn**  
 To reduce the impact on the environment, the cremation authority provides an eco-box for the ashes to be placed in, where the instruction by the applicant is to collect the ashes, unless the applicant has requested the funeral director to provide a specific type of urn.

**Instruction For Ashes**

I understand that the ashes can remain at the Crematorium free of charge for one month from the date of service, after which time a holding fee will be payable.

I am aware that if I have requested for the ashes to be scattered without being witnessed, that this will take place **14 days** after the service date. If I have requested for the ashes to be collected by family or to be witness scattered I need to contact the crematorium direct to make an appointment and the person nominated to collect will be required to bring a legal form of identification such as a driving licence.

Should I wish to change my initial instruction for the ashes as completed on the application for cremation, the relevant consent form must be signed by me.

**Floral Tributes**

An area is provided at the crematorium for the display of floral tributes following a funeral service, and these they can remain in situ for 4 days (flowers for Monday service will be removed 8.00am Friday) after which they will be disposed of by staff. Please note that Reading Borough Council cannot accept responsibility for floral tributes left at the crematorium either before during or after a funeral service.

**Webcasting & Media for Service**

All service are recorded and stored for 28 days. I understand that if I request the recording of the service I must notify the mourners attending the service.

**Freedom of Information Act 2000**

Please note that under the freedom of information Act 2000 information relating to funeral arrangements may be disclosed to third parties.

**Data Protection Act**

All personal information will be held and treated in confidence in accordance with the data protection Act 1998. It will only be used for the purpose of providing this service and will not be shared with any other council departments or third party organisation.

<p>I authorise the Crematorium to carry out the above instructions. I have read, understand and agree to the environmental measures and terms and conditioned as explained above.</p>	<p>Date.....</p>
<p>Signed by the Applicant for Cremation: .....</p>	
<p>Title &amp; Printed Name: .....</p>	

## Funeral Director Declaration

### 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. Construction of the coffin

The coffin must be made of wood, a wood by-product or other suitable material which, when placed in a cremator and subjected to the accepted cremation processes, is easily combustible and does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. No metal furniture or fittings shall be used on a coffin for cremation. No metal of any kind shall be used in the manufacture of such a coffin except as necessary for its safe construction and then only of a high ferrous content. Cross pieces must not be attached to the bottom of the coffin. If there is a requirement to strengthen the bottom of the coffin, wooden strips may be placed lengthways for this purpose. The coffin must not be painted or varnished but maybe covered in a suitable cloth. Products manufactured in polyvinyl chloride (PVC) must not be used in the construction of the coffin or its furnishings. The use of polystyrene must be restricted to the coffin nameplate only, in which case it must not exceed 90 grams in weight.

### 3. Lining of the coffin

The use of saw dust 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 and weight of the coffin

Where the external dimensions of a coffin are likely to be or exceed length 81 inches; width 28 inches, depth 20 inches and the total weight is likely to exceed 20 stones the proper officer of the crematorium must be given advance notice. The maximum size of the coffin which the cremators can take is 86 inches (2185mm) long, 38 inches (710mm) wide and 24 inches (508mm) deep. This size can only be accepted through the South Chapel only.

### 5. Clothing/Additions to the Coffin

Only clothes made from natural materials such as cotton, linen and wool will be permitted. Man-Made fibres can cause excessive smoke and fumes, and are not therefore permitted. It is also not permitted to put into the coffin any object or substance which will not be easily reduced by cremation without causing excessive smoke or fumes. **No Shoes, coat hangers, metal, glass and ceramic objects should be placed in the coffin.**

### 6. Open Coffins

The funeral director will inform the crematorium in advance of the cremation service the request for an open coffin. The funeral director is responsible for the removal and replacing of the coffin lid and for the provision of bearers to remain with the coffin in chapel to manage the congregation.

### 7. Shroud Cremations

The funeral Director will inform the crematorium in advance of the cremation service the request for a shrouded cremation and will observe the requirements of the cremation authority as set out in the Funeral Directors Handbook

### 8. 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 times 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 cremation office by the specified time.

### 9. Cremation of Infants

In cases where the bereaved parents request 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 this information is not shared with families, the parents may have been denied the choice of earth burial and thereby subjected to understandable distress.

### 10. Cremated Remains

Reading Borough Council will abide by the wishes of the Applicant for Cremation concerning the disposal of the 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 dimensions to provide a minimum of 200 cubic inches (3280 cubic cm) and be securely labelled. The container should be strong enough to prevent the lid being forced open as a result of the containers becoming distorted whilst in transit.

In accordance with the code of cremation practice, on completion of the cremation the whole of the cremated remains shall be collected and shall be disposed of in accordance with the instruction received. No additional boxes will be provided should the family wish to split the remains.

Data Protection legislation: Information that you provide will be held and used in compliance with the Data Protection Act 1998

Funeral Director's Details or Person arranging Cremation: [Insert stamp of Company or arrangers name, address and phone]

Declaration by Funeral Director or Person arranging Cremation: *I have read and agree to abide by the Instructions for Funeral Directors as issued by Reading Borough Council. I confirm that the particulars for cremation are correct.*

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

Office Use Only			Date	Initial
Forms checked				
Entry on Epilog completed				
Financed	Cremation Fees	£		
	Additional Fees	£		
	Other fees	£		
Checked and Authorised by Management				