

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 repose 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, 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 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. The coffin must not be painted or varnished but may be covered with 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 90grams in weight.

4. COFFIN FURNITURE, FITTINGS, CLOTHING AND COFFIN CONTENT

No metal furniture or fittings whatever shall be used on a coffin for cremation. External coatings to a coffin must allow for smokeless combustion. Nitro-cellulose varnish, polyurethane, melamine and any products containing PVC or melamine must not be used in a coffins construction. Clothing should be of natural fibres and that shoes or anything made of PVC should not be included. Any copper adornments should be removed as should removable prostheses, plaster casts or other material. Additional items, particularly glass or plastic, should not be placed in the coffin.

5. LINING OF THE COFFIN

The use of sawdust, 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 84 inches (2133mm); width 33 inches (8382mm); depth 23 inches (5842mm) the proper officer of the crematorium must be given advance notice.

Our maximum is 38"x 7'2"x 24" or 9652mm x 2184mm x 6096mm

7. 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.

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 dimensions to provide a minimum of 200 cubic inches (3280 cu.cm) and be 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 from being forced open by distortion of the container through maltreatment in transit.

DECLARATION

I have read the foregoing and agree to conform to the instructions contained therein.

Signed

Funeral Director

Name and address of Funeral Director

Tel No

Cremation No.

Receipt No.

Amount Paid £.....



Cemetery and Crematorium The Ridge, Hastings East Sussex, TN34 2AE Tel: 01424 451057 Email:cemandcrem@hastings.gov.uk

PRELIMINARY APPLICATION FOR CREMATION

This form together with the Wesley Music sheet and either Forms 1, 4,5, and the Registrars Certificate or Form 1 and the Coroner's Form 6 must be received at the Crematorium Office no later than 9am on the day prior to cremation.

Full Name of Deceased Mrs Miss Ms Mr other

Address

Post Code

Aged

Cremation on (day) (date) Time (Double time)

Officiant Denomination

Full Service [] Committal Only No Service Large Coffin (Over 32" wide or 120kg) Yes No

Music- Organist Wesley Special Instructions:

Service Recording Requested Service Web-casting Requested

Please note: this is for our information only, please book using the Wesley system

DISPOSAL OF CREMATED REMAINS : NOTE TO APPLICANT – IMPORTANT please read carefully before filling in "Applicants instructions for ashes" and signing Cremation 1,2 or 3 forms

Options available for the "Applicants instruction for ashes":

- OPTION 1 (i) Unwitnessed General Strew over Garden of Remembrance (after a period of 28 days unless contrary written request received) (ii) Witnessed strew over Garden of Remembrance ** (iii) Strewing or Interment in specific area in Garden of Remembrance/Garden of Rest/Woodland Walk ** (iv) Interment into a new or existing gravespace ** (Add plot if known)

** These options require a separate form and various charges will apply

- OPTION 2 (i) Collection by your Funeral Director (ii) Collection by Applicant/nominated person (insert their full name in the box)

- OPTION 3 (i) Retained for 1 month while a decision is made (ii) Retain for over 1 month – Fees apply and will be charges to the Applicant

Please Note: Any changes to these disposal instructions must be made in writing

Cremated Remains & Memorial Information Booklet: Required Received From Funeral Director

ORTHOPAEDIC IMPLANTS – Please note these will be sensitively recycled within current legislation with any proceeds received being donated nationally to death related charities. Should you wish to dispose of these differently please indicate by ticking the box below and the implant(s) will be returned to you with the cremated remains. Please return orthopaedic implant(s) to me with the cremated remains

I confirm I have read and understood the arrangements and options available to me

Signed Date

Name(Block Letters) Mrs Miss Ms Mr other

Address Post Code

Tel Email

By signing your name electronically on this application form, you are agreeing that your electronic signature is the legal equivalent of your manual signature on this form.

Name of Funeral Director

Funeral Director please sign declaration overleaf