

## **Bereavement Services - Family Arranged Funerals**

In conjunction with the leaflet on '**What to do when someone dies**' the following information is to assist you with arranging a **cremation service** at **Hereford Crematorium** or a **burial service** at one of **Herefordshire Councils four cemeteries**.

A phone call to this office (01432 383200) should be made to begin discussing the funeral arrangements and you are welcome to request any further information you require to assist you at this time.

The first decision to make is whether you wish a cremation or a burial service.

We will then discuss the completion of the necessary forms referred to in the leaflet '**What to do when someone dies**' and other important information.

### **Cremation Service**

If cremation is the preferred choice, we will discuss with you a date and time for the funeral. A service can be held in a local church followed by a committal service at the crematorium or the entire service can be held at the crematorium. Please be advised should you wish a minister to take the service, you would need to discuss availability of the minister/church at this time. There would normally be a fee payable by you to the minister/church. This would also apply should you wish an Organist.

There is a 30 minute service time at the Hereford Crematorium chapel. This allows for the seating upon arrival and the vacating of the chapel once the service is complete. There is a music system that plays CDs and the option to use projector screens. Please discuss this option. If the family do not wish to bring any music to the service, background music could be played if requested.

A decision will need to be made regarding the final resting place of the cremated remains. It is possible to collect the cremated remains on the same day, providing the service is booked using the first two appointments of the day. See enclosed options.

### **Cremation Paperwork**

For a cremation the following paperwork is required and will need to be completed and returned to Bereavement Services, The Crematorium Office, Westfaling Street, Hereford HR4 0JE, by 9.00 a.m. one working day prior to the cremation taking place, (excluding Weekends and Bank Holidays.)

1. Preliminary Application Instruction for Cremation (pink form) – completed by family applicant.
2. Cremation 1 (replacing Form A) – Application for Cremation (white form) – completed by family applicant.
  - Cremation 4 (replacing Form B) – Medical Certificate – completed by Doctor
  - Cremation 5 (replacing Form C) – Confirmatory Medical Certificate – completed by Doctor

Cremation 10 (replacing Form F) – Authorisation of Cremation of Deceased Person by Medical Referee

3. Certificate for Burial or Cremation (green form issued by The Registrar)
4. Cremation 6 (replacing Form E) - Certificate of Coroner

## **Burial Service**

If burial is the preferred choice, we will discuss with you in which cemetery the burial is to take place and arrange a date and time for the funeral. A service can be held in a local church followed by the interment or a service can be held at the cemetery chapel. (Hereford, Leominster and Kington only) Please be advised should you wish a minister to take the service, you would need to discuss availability of the minister/church at this time. There would normally be a fee payable by you to the minister/church. This would also apply should you wish an Organist.

We will need to know whether the grave to be used is an existing family grave or a new grave. If it is an existing grave, then proof of ownership will need to be ascertained prior to interment

## **Burial Paperwork**

For a burial the following paper work is required and will need to be completed and returned to Bereavement Services, The Crematorium Office, Westfaling Street, Hereford HR4 0JE, at least two working days prior to the burial taking place, (excluding Weekends and Bank Holidays.)

1. Burial Application Instruction (white form) – completed by family applicant.
2. Certificate for Burial or Cremation (green form issued by The Registrar)
3. Grave Deed or proof of ownership (for existing graves only)

## **Purchase of a Coffin**

With regard to the purchase of a coffin, details of this purchase can be obtained from: Greenfield Coffins, Chapel Road, Ridgewell, Essex CO9 4RU. Tel: 01440 788886.

Alternatively, you may wish to approach a local Funeral Director.

The coffin used would need to be of an approved standard with a nameplate for identification attached to it. See 'Instructions to Funeral Directors – Coffin Specification.

## **Transporting the Coffin**

On the day of the funeral service, arrangements would need to be in place to transport the coffin from the hospital / home address to the cemetery or crematorium. Arrangements for bearers to carry the coffin will also need to be in place.

## **Further Information**

If at any time you would like further information please do not hesitate to speak to us. Staff will also be on hand on the day to assist you at all times.

