

PRELIMINARY APPLICATION FOR CREMATION

This is an interactive PDF form which you can electronically type into the fields or print to fill out manually.

All completed paperwork must be delivered to Bereavement Services, Crematorium Office, Westfaling Street, Hereford HR4 0JE. Tel: 01432 383200 **NOT LATER THAN 9.00 A.M. ONE WORKING DAY PRIOR TO THE CREMATION**, excluding Weekends and Bank Holidays.

PLEASE NOTE THAT MORE TIME WILL NEED TO BE ALLOWED IF INSPECTION OF THE FORMS IS REQUIRED

DAY, DATE AND HOUR PROPOSED FOR CREMATION:

Day:		Date:		at:		A.M. / P.M.
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FULL NAMES OF THE DECEASED:

Mr	Mrs	Miss	Ms	Master	Baby	
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Type of Service: (Please Tick)	<input type="checkbox"/>	Full	<input type="checkbox"/>	Committal	<input type="checkbox"/>	No Service	<input type="checkbox"/>
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Denomination:		Name of Officiant	
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Please state coffin size:		Please state coffin type:	
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Are you booking a double slot for this service? (Please Tick)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Do you wish to bring the coffin in early at 8.15 am only? (Please Tick)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Do you require a bearer? (Using bier wheels only) (Please Tick)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Will you be supplying your own casket on the day? (Please Tick)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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An organ is available in the chapel (organist is arranged by the Funeral Director). All other music, visual tributes and watch online requests are arranged through Obitus. Please contact the office for further information or login details.

SERVICE TIME ALLOWED – 30 MINUTES

				£	P	
				Cremation Fee		
Cremation No:				Medical Referee Fee		
Cheque No:				Extended Chapel Time		
Debit / Credit Card / Cash Payment				Family Webcast Services		
Certificate of Cremation	Yes	<input type="checkbox"/>	No	Family Visual Tribute Services		
Garden of Remembrance	Attended	<input type="checkbox"/>	Unattended	Charge for coffin in early at 8:15 am		
Garden of Reflection	Attended	<input type="checkbox"/>	Unattended	Bearers		
Millennium Garden	Attended	<input type="checkbox"/>	Unattended	Saturday Surcharge		
Inspection of cremation forms	Yes	<input type="checkbox"/>	No	Attended Burial / Scattering of Remains		
				Courier		
Date				Mortuary Storage - No. of Nights:		
Times				Other		
				Invoice No:	Receipt No:	
				Send Memorial Letter: Email or Post	Yes	No

INFORMATION FOR THE APPLICANT OF THE CREMATION - to read and sign.

When completing the required cremation paperwork you will have detailed your instructions for the ashes following the cremation. If you are at all unsure regarding the options available to you, your Funeral Director will be able to advise you. Alternatively, please contact the Bereavement Services team at the crematorium.

Please note that the Garden of Remembrance is only available to families with previous interments in the garden.

All of our memorial gardens are a shared place of rest and the placing of plants, crosses, vases or other forms of unauthorised memorial is not permitted. Any such items may be removed without notice.

The cremation will normally be carried out on the same day as the funeral, but in order to reduce the impact on our environment, some cremations may take place the following day after the service (within 24 hours - excluding weekends).

All metals / personal effects remaining following cremation will be disposed of in the most suitable manner to reduce the impact on our environment. This will include sensitive recycling to avoid the use of non-renewable resources and to comply with existing legislation. All profits from such reclamation of metals/personal effects are dispersed among bereavement related charities.

Should you wish to dispose of the metals in any other way or are concerned regarding when the cremation will take place, please discuss this with your Funeral Director, who will in turn contact us.

There are various memorials available in the above gardens which can be leased in memory of the deceased. If you wish to receive information regarding these memorial options, please indicate by ticking the appropriate box.

By post: By email: email address:

I have read and understood the above information

Please print: Mr Mrs Miss Ms

Address

Postcode

Please state your relationship to the deceased:

Date:

Signed:

TO BE COMPLETED BY THE FUNERAL DIRECTOR

I confirm that the coffin for this cremation has been obtained from an accredited manufacturer, also that any hazardous implants have been removed from the deceased.

I confirm that all of the options available regarding the final resting place for the ashes of the deceased have been fully explained to the family.

FUNERAL DIRECTOR SIGNATURE:

Please print name and address of firm:

Tel. No:

Postcode

Date

Herefordshire Council is the Data Controller under data protection law and will use the information you provide on this form in order to process your application. The legal basis for processing this data is our legal obligations for providing bereavement services. We will keep your data in accordance with our Record Retention Schedule. Where necessary we may share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes. Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>