



# PRELIMINARY APPLICATION FOR CREMATION

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 OF CREMATION:-**

(Day) \_\_\_\_\_ (Date) \_\_\_\_\_ at \_\_\_\_\_ A.M/P.M.

**FULL NAMES OF THE DECEASED:-**

**Mr / Mrs / Ms / Miss / Master / Baby**

(BLOCK CAPITALS)

Type of Service:- **Full** **Committal** **No Service**

Denomination: \_\_\_\_\_ Name of Officiant: \_\_\_\_\_

Please state coffin size: \_\_\_\_\_ Coffin material: \_\_\_\_\_

Do you wish to bring the coffin in early? (not applicable for Direct Cremation) **Yes** **No**

Do you require a bearer? (Using bier wheels only) **Yes** **No**

Will you be supplying your own casket on the day? **Yes** **No**

An organ is available in the chapel (organist is arranged by the Funeral Director) All other music, visual tributes and webcast requests are arranged through Obitus. Please contact the office for further information or login details.

**SERVICE TIMES:**

- Monday to Friday - 08:15 - Direct cremation - No services or mourners present**
- Monday to Friday - 08:45 and 09:30 (16:15 on request) - 30 minute service in the chapel**
- Monday to Friday - 10:15, 11:15, 12:15, 13:15, 14:15, 15:15, 16:15 - 45 minute service in the chapel**
- Saturday - 10:00 and 11:00 - 45 minute service in the chapel**

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Cremation No:				Cremation Fee	
Cheque No:				Medical Referee Fee	
Debit / Credit Card / Cash Payment				Family Webcast Services	
Certificate of Cremation	Yes		No	Family Visual Tribute Services	
Garden of Remembrance	Attended		Unattended	Coffin in early	
Garden of Reflection	Attended		Unattended	Bearers	
Millennium Garden	Attended		Unattended	Saturday Surcharge	
Forget Me Not Childrens Scattering Lawn	Attended		Unattended	Attended Burial / Scattering of Remains	
Inspection of cremation forms	Yes		No	Mortuary Storage - No. of Nights:	
				Other	
Date telephoned:				Invoice No:	Receipt No:
Times:				Send Memorial Letter: Email or Post	Yes No

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

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There are various memorials available in the crematorium memorial 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

By post:  By email:  email address: \_\_\_\_\_

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.

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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 will take place the day after the service (within 24 hours - excluding weekends and Bank Holidays)

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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 surplus monies derived from the recycling scheme will distributed amongst selected 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.**

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When completing the required cremation paperwork you will have detailed your instructions for the ashes following the cremation. **Important, please note** - Ashes which are not collected within 6 months from the crematorium office, will be scattered in the Garden of Reflection and recorded in the cremation register.

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.

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***I understand and agree with the above information***

**(Please print) Mr / Mrs / Miss / Ms**

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**Postcode**

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**Date**

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**Signed**

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**Please state your relationship to the deceased**

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**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**

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**Please print name and address of firm**

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**Tel. no**

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**Date**

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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/>