



Instructions for Cremation

Please return this form to the Crematorium Office by 9am
three working days before the cremation.

OFFICE USE ONLY

Cremation number:

TD

RFD

RAP

SERVICE DETAILS:

DAY:

DATE:

TIME:

NAME OF DECEASED (in full):

NAME TO APPEAR ON CHAPEL LIST/FLORAL CARD (if different to the above):

ADDRESS OF DECEASED:

FUNERAL DIRECTOR:

NAME OF OFFICIANT:

Full Service

Committal only

Direct cremation

Service time is 25 minutes, extra chapel time is available for an additional charge – this must be booked in advance and is subject to availability.

AT COMMITTAL (TICK ONE):

Lower coffin via Catafalque

Close Curtains

Leave Coffin up and Curtains open

DONATIONS:

Is the Donation Plate required? Yes - please state:

No

Charity to benefit:

ADDITIONAL INFORMATION:

Number of rows reserved for family:

Cover Cross: Yes

No

Estimated Congregation size?

Under 100

Over 100

Any other information:

COFFIN DETAILS: (Please liaise with the office if the coffin size is in excess of 26" wide.)

Dimensions of coffin (external, including handles):

Standard (up to 26" wide

Oversized (between 26"-36" wide)

Actual size:

Width _____ inches **Length** _____ inches **Height** _____ inches

Coffin/casket material:

standard cremation

solid wood

other (please state): _____

INSTRUCTIONS FOR CREMATED REMAINS:

The instructions for Cremated Remains, now form part of the Statutory Paperwork, and should be detailed on Section 6 of Cremation Form 1 (Application for Cremation).

If the instructions for Cremated remains change between the time the Application form is completed and the Cremation Service, we will require Signed authority from the Applicant for the cremation to make the change. Without this, we have to follow the instructions on the Application Form (Cremation Form 1).

Please do not hesitate to contact the office for further information or guidance.

Metallic Objects after Cremation

All metals remaining following the cremation process have to be disposed of in an acceptable manner to reduce the impact on the environment. This includes orthopaedic implants and other metal that will be taken away for melting down. They will not be re-used as any form of implant. The proceeds from this recycling will be donated to charity.

Should you want to reclaim any metals please indicate by ticking the below box and signing, and the metals will be returned to you.

I wish to reclaim any residue metal following the cremation

Signed: _____ (Applicant for cremation)

Print name: _____ **Date:** _____

Further information can be obtained in the leaflet "Recycling of Metals Following Cremation" please contact the office for a copy

Important Information

Subject to receiving the necessary Authority to Cremate, the coffin and its contents shall be put into the cremator, as soon as practicable, exactly as they have been received on the catafalque. A body not cremated on the same day as the coffin is received at the Crematorium may only be retained on the written consent of the Applicant for cremation and / or in circumstances deemed necessary by the Cremation Authority, including impacts on the environment; your signature on this form is deemed as your written consent.

All bodies retained at the crematorium will be accommodated in secure and sanitary conditions within the building, as directed by The Federation of British Cremation Authorities Code of Practice.

The release of balloons or any sky lanterns is not permitted.

Applicant's full name: _____

Address: _____

Postcode: _____

Applicant's signature: _____ **Date:** _____

GDPR STATEMENT

The Borough Council of Kings Lynn & West Norfolk has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR. You may see copies of the data held about you and ask for it to be corrected or deleted. You can find more information about Data Protection and the Council's Data Protection Officer, on our website. See <https://www.west-norfolk.gov.uk/dataprotection>