



Commercial Services

Mintlyn Crematorium, Lynn Road, Bawsey
King's Lynn, Norfolk PE32 1HB

Tel: (01553) 630533 Email: mintlyn@west-norfolk.gov.uk

Borough Council of
**King's Lynn &
West Norfolk**



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:	
Full name of deceased:			
Title:	Mr	Mrs	Miss Ms Other
Name to appear on Chapel List/ Floral Card (if different to the above):			
Address of deceased:			
Postcode:			
Funeral Director:			
Name of Officiant:			
<input type="checkbox"/> Full service <input type="checkbox"/> Committal only <input type="checkbox"/> Attended direct cremation <input type="checkbox"/> Direct cremation			
<i>25 minutes of service time is allocated for each full service, extra chapel time can be arranged, this must be booked in advance and is subject to availability and associated fees. For information about other types of service please contact the crematorium office.</i>			
At Committal (tick one):			
<input type="checkbox"/> Lower coffin via Catafalque <input type="checkbox"/> Close Curtains <input type="checkbox"/> Leave Coffin up and Curtains open			
Donations:			
Is the Donation Box required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Charity to benefit:			
Additional Information:			
Number of rows reserved for family:		Cover Cross?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated Congregation size?		<input type="checkbox"/> Under 100	<input type="checkbox"/> Over 100
Any other information:			
Coffin Details:			
Dimensions of coffin (external, including handles): <input type="checkbox"/> up to 26" wide <input type="checkbox"/> between 26-40" wide			
Actual size (inches):	Width	Length	Height
Coffin/casket material:	<input type="checkbox"/> Standard cremation	<input type="checkbox"/> Solid wood	<input type="checkbox"/> 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 the metals will be returned to you.

I wish to reclaim any residue metal following the cremation

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 title Mr Mrs Miss Ms Other: _____

Applicant's full name: _____

Address: _____

_____ Postcode: _____

Applicant's signature: _____ Date: _____

GDPR Statement

The Borough Council of King's 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 west-norfolk.gov.uk/dataprotection