



# Arranging a Funeral without a Funeral Director

## CREMATION

Very few families choose to undertake the task of planning a funeral service without the help of a funeral director but it can be done. Families may prefer to carry out tasks themselves for different reasons personal to them. Families may wish for a Funeral Director to be involved in some aspects or not at all. Below you will find a guide to help you with this process.

First thing to note is that here at Craven District Council we do not have the facilities to provide a funeral directing service or the means of collecting a body or transporting it to the Crematorium/Cemetery.

### Contact the Office

Should you wish to contact the office we are open Monday to Friday 08:30 – 16:30.  
Our address is:

The Chapel Office  
Skipton Crematorium  
Carleton Road  
Skipton  
BD23 3BT

Telephone: 01756 796118

Email: [bereavementservices@cravencd.gov.uk](mailto:bereavementservices@cravencd.gov.uk)

Our office is located up the main drive on the left hand side next to the main chapel.

### Cremation Service and the use of the Chapel

Our services are booked at 40 minute intervals; it is recommended that your service lasts no longer 30 minutes. This gives people 10 minutes to arrive and depart. If you require more time, a double slot can be booked (additional charges will apply).

We recommend you try to give us at least 1 weeks' notice so we can try and accommodate the date and time of your choosing.

We require a minimum of 48hours notice for the receipt of all the doctors' medical forms before the day of the cremation. If the death is referred to a coroner or occurs on a bank holiday extra time may be required.

When arranging a provisional booking with the crematorium you will need to give the information as follows:

- The Date and Time of which you would like the cremation to take place.
- The Name of the Deceased.
- Your Name and a Contact Number.

*Note: Always get the administrator to relay the information back to you to insure it is correct.*

## **Paperwork**

When the provisional booking has been made it is now time to carry out a series of arrangements. It is important to insure that the correct documentation is being used.

*Note: All forms can be collected from the Crematorium Office.*

### **Notice of Cremation**

This form gives the crematorium information on how to conduct the service in more detail.

This includes:

- **Full Service or Committal Only**
- **The Name of the Minister and Religion** (if applicable)
- **Music and Visual Tributes**
- **Disposal of Remains**

### **Application for Cremation**

This must be completed by the executor or nearest surviving relative.

### **Medical Forms 4 & 5**

The doctor who attended the deceased during their last illness must complete form 4. This could be the GP or the hospital doctor. They will then pass it on to a second doctor who will complete form 5. Doctors' surgeries will normally keep copies of the medical forms but if this is not the case you can collect one from the crematorium office.

*Note: There will be a fee to pay directly to each of the doctors who complete form 4 & 5.*

Once completed these forms can be returned to the Crematorium Office. We will then arrange for a Medical Referee to complete Form 10. The referee will check both form 4 & 5 and once happy will authorise the go ahead for the cremation.

If the Doctor reports the death to the Coroner, they may issue a Cremation Form 6. This over rules the need for a Form 4 & 5. This may call for a post-mortem/inquest to be carried out. Do not be alarmed if this is the case, it will be free of charge and you do not need to pay for the doctors in Form 4 & 5. The Coroner will keep you informed of the progress and when the body will be available to collect for the cremation to take place.

### **Registrars Certificate**

All deaths occurring in England must be registered by the Registrar of Births, Deaths and Marriages within 5 days. Registration must take place in the district where the death took place.

The Registrar will then issue a certificate of cremation or burial (Green Form) or a Coroners Certificate (Yellow). The Form (either Green or Yellow) should be brought to the crematorium office as soon as possible.

*Note: Some Registrars have restricted opening hours and may require you to book an appointment. You should also check what documents are required in order for you to register the death.*

**All the Forms mentioned above should be submitted to the crematorium office by 10:00am two days before the service is due to take place.**

**All these Forms are a legal requirement and must be completed before the service can proceed.**

### **Coffin**

A coffin is essential to allow us to place the body in the cremator. We accept Wood, Wicker and Cardboard coffins. A standard coffin is made from Chipboard with approved veneers. The Office can give you a list of suppliers. For cremation purposes metal, PVC or plastics should not be used as they may give off toxic emissions or smoke. The coffin should be fitted with a name plate displaying the full name of the deceased. Please ask the crematorium staff for maximum sizes on coffins.

*Note: The Craven District Council does not supply coffins but most Funeral Directors will.*

### **Coffin Contents**

In order to minimise the release of toxins into the air it is recommended that clothing and shoes should be of natural fibres. Materials manufactured from PVC should not be included no should items containing glass or plastic. Any prostheses or casts that are easily removable should be taken off.

It is important to note that if the deceased is fitted with a Pacemaker or implant devise it needs to be removed by the doctor or embalmer before the cremation.

*Note: There maybe a fee for this service.*

### **Transporting the Body**

It is unlikely that you will be able to hire a hearse but a van or large estate car would be suitable. You may need to transport the coffin to pick the body up from the

mortuary. You should contact the mortuary first to arrange a time and to clarify if any identification or paperwork is required and whether they will be able to help you. You have Common Law Right to pick the body up, as the executor, without the assistance of a Funeral Director.

Our Crematorium does not have a mortuary or “waiting” chapel and so you must be able to keep the body at home. The room should be cool and consideration should be given to narrow doorways and stairs when moving the coffin.

## **The Service**

As above our services have 40 minute slots. It is recommended that services last no longer than 30 minutes which gives you 10 minutes to enter and exit. You can choose to have a full service at the crematorium or you can have a service in the church first and have a short committal service here.

The chapel seats 60 people with room for standing and outside speakers. The lectern is fitted with a “Loop” system for the hard of hearing. There is wheelchair access to all buildings. A Waiting Room with public toilets is located in the Book of Remembrance chapel across from the main Chapel.

The Coffin will be brought at the time agreed for the service to take place. A member of staff will be there to greet and receive the coffin and assist with placing it on to a wheeled Bier (subject to an additional fee). They will then guide you into the chapel and assist with placing the coffin on the catafalque.

The service can be taken as you wish. You can arrange for a minister or priest to take the service, who will charge a small fee, or if the deceased is of no religion then a Celebrant may be chosen to conduct the service. You will be able to liaise with them to create a more personal service. A similar fee will be charged to that of a minister. You may even wish to conduct the service yourself with family and friends but whatever you choose it must be right and appropriate for the deceased. As the service comes to the end or during the committal if you have a religious service you may wish to close the curtains around the coffin. This can be a very solemn moment. The other option is to have the curtains open and therefore the coffin will remain in view as you leave the chapel.

*Note: You can arrange to visit the chapel before the day of the service please call out office for more information.*

## **Music and Visual Tributes**

We have an online music system in the chapel which allows music to be ordered from an extensive list covering anything from traditional classical to the more unusual pieces to ensure every funeral is unique to the individual. Our music system also includes a large selection of Hymns which can be paired up with service books available for the congregation to join in. An Organ is also situated in the chapel to which you are welcome to use.

Our Chapel is fitted with 2 wide screen TVs allowing us to show photo tributes of the deceased whilst the service is taking place. We have the facilities for a single photo

to be shown all the way through the service, a slide show of up to 25 photos (with the option for additional photos should you require it) or a professional photo tribute where the photos will be timed to fade in out to a piece of music favoured by the deceased. We also allow family videos to be shown.

As well as photos we can provide an instant live webcast and additional access to it for 28 days to ensure the service isn't missed by those who cannot attend or are living away.

A DVD can also be provided creating a lasting memory of the service.

### **Floral Tributes**

You may wish to arrange floral tributes with a florist for the day of the service. There will be a viewing area outside for the flowers to be placed under the name of the deceased.

The other option is to donate to charity. The Crematorium can provide you with a donation box to which the minister or person taking the service normally states the chosen charity.

### **Payment of the Cremation**

A list of cremation fees is available from the office or on our website.

The Cremation Fees include the cost of the chapel, music and strewing of remains in the Garden of Remembrance if desired.

This fee must be paid before the day of service and can be paid in person at the office by card or cheque. Please make cheques payable to "Craven District Council".

### **Cremation Procedure**

In accordance with industry guiding principles, Craven District Council's policy allows for the holding over of the cremation. Consent for holding over will always be obtained.

Please see our website for more information on holding over.

You are welcome to inspect the chapel and crematorium before the day of the service. Please contact the office to arrange the appointment at a time convenient for both yourselves and the crematorium.

A cremation normally takes between 1 hour and 1 hour and a half to complete. A Bio-degradable container will be provided by the crematorium to store the ashes in after the cremation. We have other options of caskets and these can be discussed with the crematorium when the paperwork is handed in. A certificate is issued with the ashes, this is a legal document which you will need to show should the ashes be interred or scattered.

*Note: Although the bio-degradable box is free of charge there may be charges for other containers.*

Cremated remains will weigh up to approximately 6 pounds and are granular in texture.

### **Final Resting Place of the Cremated Remains.**

The final resting place is personal to the deceased and family. The deceased may have written a will with the instructions they wish to be carried out. Options can be discussed with the crematorium about the placement in the grounds. These include:

- Scattering the ashes in the Garden of Remembrance.
- Interments in Half Graves
- Stone Plaque interments.
- Airedale Memorial Ashes graves.
- Moorland Above Ground Ashes Vaults.

Other options include:

- Taking the ashes to another burial ground, cemetery, churchyard or crematorium to be scattered. You will need to get in touch the owner of the site to obtain permission and there may be a cost in doing so.
- Scattering the ashes in a favourite place or holiday destination (permission from the landowner is required).
- Keeping the ashes at home or scattering them in the garden.

*Note: For more information on memorials available at Waltonwrays cemetery please see our information booklet which you can get from our office or visit our website [www.cravendc.gov.uk](http://www.cravendc.gov.uk) , Bereavement Services – Beautiful Memorials to remember your loved ones.*

*Please do not hesitate to contact the office if you require any further information or assistance.*