



Arranging a Funeral without a Funeral Director

Burial

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

Our office is located on the left hand side of the Crematorium Chapel.

Burial Services 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). Our first service is at 9:10am and our last service is at 3:00pm.

We recommend you give us at least 1 weeks' notice so we can try and accommodate the date and time of your choosing. However, in special circumstances we are able to accommodate a burial at 24 hours notice, subject to the correct paperwork being obtained.

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

- The Date and Time of which you would like the burial to take place.
- The Name of the Deceased.
- A Grave Number (if the grave is pre-existing)
- If a New Grave is required a booking should be made to select a suitable grave. We will need to know if a religious section is required and how many the grave will be for.
- Your Name and a Contact Number.

We will need to know the **exact** size of the coffin at least 48hours before the burial; this includes the width and length.

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 Cemetery Office or found on our website.

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 the Coroners will issue a Certificate (White). The Form (either Green or White) should be brought to the cemetery 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 office by 10:00am two days before the service is due to take place.

All these Forms are legal requirements and must be completed before the service can proceed.

Notice of Interment

This is a form designed by Craven District Council and includes the details of the deceased and the grave.

It is important that the details are correct especially if a pre-existing grave is being used.

This form should be signed by the grave owner. If the grave owner has passed away it will need to be completed by their spouse. If their spouse has also passed away,

and is not the deceased to be interred, a transfer of ownership must take place. Please contact us for more information on this matter.

We also require the original grave ownership deeds, should you be able to produce them.

Coffin

A bio-degradable coffin is essential for burial. We accept Wood, Wicker and Cardboard. A standard coffin is made from Chipboard with approved veneers. The coffin should be fitted with a name plate displaying the full name of the deceased. Please see our website or call our office for a list of coffin suppliers and the maximum size for coffins.

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 a common law right to be given the body, as the executor, without the assistance of a Funeral Director.

We do 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

You can have the full service at the Crematorium Chapel or you can have the main service at a church and then arrive at the grave side for a short committal service or you can just have a grave side service.

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.

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.

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.

If you are using the Crematorium Chapel, after the service you will need to transport the coffin to the grave side.

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.

The 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.

You can preview the tributes in the office and get a list of additional fees.

Floral Tributes

You may wish to arrange floral tributes with a florist for the day of the service. These are taken to the grave side and will be neatly arranged when the interment in the grave has been completed.

There is also the option to have a donation box to a charity of your choice.

The Burial

After the service the coffin should be transported to grave side. If the grave is some distance from the chapel it will need to be transported in a vehicle (a member of staff can assist you wheeling the coffin to the vehicle for an additional fee).

At the cemetery we will have the grave prepared for you including lowering ropes. On arrival the coffin should be removed from the vehicle and transported to graveside. A member of staff will be on hand to assist you in moving the coffin. You will need 6 people to help carry the coffin from the vehicle to the graveside and approximately 4 to lower into the grave.

Once at the graveside a final committal can be said and at this point the coffin is then lowered. Further words can be said and then the congregation can then leave the

graveside and cemetery ready for the crematory staff to ensure the grave is closed correctly.

Payment of the Burial

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

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

Memorials

Headstones can be placed on the grave after the burial. Please give 6 months for the ground to settle before having it erected. We have a range of Monumental Masons who are registered with us, who have a variety of designs and different stones to choose from or you can choose a memorial mason of your choice (subject to them meeting our requirements).

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