



All forms must be received at the Crematorium Office 48 hours before the cremation date.

Cremation No:

NOTICE OF CREMATION

Skipton Crematorium
Tel: 01756 796118
bereavementservices@cravenc.gov.uk

Please ensure the form is completed in its entirety – including overleaf

Name of Funeral Director:	
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CREMATION SERVICE DETAILS

Date of Cremation:	Day:	Date:	Time:
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Full name of Deceased:	
Address:	

Service:	Full	Committal	Double Service	No Service
Curtains:	Open	Closed	NO GRATUITIES ALLOWED	

Donation Box:	Yes	No	Own
Flowers may be used in Chapel?	Yes	No	No

Name of Minister:		Denomination:	
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MUSIC DETAILS

PLEASE BE SPECIFIC WITH ARTIST AND TRACK TITLE

	Title & Artist	FD Ordered on Line	Office to order	Own CD <i>To be supplied at office 24 hours before service</i>
IN				
DURING				
OUT				

Organist to be arranged by FD	Yes	Name:	
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PROFESSIONAL TRIBUTE REQUIREMENTS

Please tick required tribute ✓

Webcast Required:		28 Day Viewing Required:	
Ordered Direct with Obitus	Yes No	DVD/Memory Stick Required: Including Professional Tribute	

Single Photo Required:		Simple Slideshow:	
Professional Photo Tribute:		Family Supplied Video:	
Additional Photos For Tribute ordered:	Please confirm when to play slideshow:		
Ordered Direct with Obitus	Yes	No	

INSTRUCTIONS FOR FUNERAL DIRECTORS

1. RESPONSIBILITY

The Funeral Director shall observe the regulations of the Cremation Authority. The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the catafalque. When the coffin is in position on the catafalque or deposited in the rest room or Chapel of Rest at the Crematorium the responsibility of the Funeral Director towards it ceases and that of the Cremation Authority begins.

2. NOTICE OF CREMATION

The length of notice to be given for a cremation and the time of the cremation, as agreed, must be strictly adhered to. All statutory and non-statutory forms and certificates, as required by the Cremation Authority, must reach the crematorium office by the specified time. For administrative reasons these times may vary according to local requirements.

3. CONSTRUCTION OF THE COFFIN

The coffin must be made of a suitable material which, when placed in a cremator and subjected to the cremation process, is easily combustible and which does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. No metal of any kind shall be used in the manufacture of such coffin except as necessary for its safe construction and then only metal of a high ferrous content. Cross pieces must not be attached to the bottom of the coffin. If it is desired to strengthen the bottom of the coffin, wooden strips may be placed lengthways for this purpose.

Cardboard coffins should not contain chlorine in the wet strength agent. (e.g. not using polyamidoamine-epichlorhydrin based resin (PAA-E). Contact should be made with the Crematorium Administration to ensure that the coffin selected is fit for the purpose of cremation.

4. COFFIN FURNITURE AND FITTING

No metal furniture or fittings whatever shall be used on a coffin for cremation. Coffin handles should be free from unnecessary metal components. External coatings to a coffin must allow for smokeless combustion and the use of nitro-cellulose varnish, polyurethane, melamine and any products containing polyvinyl chloride (PVC) or melamine must not be used in coffin construction or furnishings. Water based lacquer free from additives containing heavy metals may be used for coating a coffin or a suitable cloth may be used for covering a coffin. The exception to the foregoing is the use of polystyrene which is restricted to the coffin nameplate only and this must not exceed 90 grams in weight.

5. LINING OF THE COFFIN

The use of saw dust, cotton wool or shredded paper within a coffin must be avoided. If lining of a coffin is necessary, this should be manufactured from polythene not exceeding 75 microns in thickness. Lead or zinc linings must not be used. The use of shredded paper within a coffin is not permitted.

6. SIZE OF THE COFFIN

Where the external dimensions of a coffin are likely to exceed length 92 inches (7' 7") (233cms); width 41 inches (104cms); depth 27 inches (68cms), weight 45 stone, the officer of the crematorium must be consulted as soon as practicable.

7. CLOTHING AND COFFIN CONTENT

In order to minimise the release of pollutants to air, it is recommended that clothing should be of natural fibres and that shoes or any material manufactured from PVC should not be included. Body adornments manufactured from copper should be removed as should any easily removable prostheses or casts of plaster or other material. Additional items, particularly of glass or plastic, should not be placed within the coffin. **No other cremated remains (human or pet) should be placed within the coffin.**

8. CREMATION OF INFANTS and FOETAL REMAINS

Mothers of non-viable babies and families of stillborn babies and very young deceased babies considering cremation should be advised where there is a possibility that cremated remains/ashes will not be recovered and reminded of the availability of the option of burial.

If the advice is not given the parents may have been denied the choice of earth burial and thereby subjected to understandable distress.

9. BODY PARTS

Body parts presented at the crematorium for cremation normally consists of soft tissue which in the absence of any bone structure will not produce any cremated remains.

10. CREMATED REMAINS/ASHES

If the Funeral Director supplies an urn or casket for cremated remains/ashes it should be of sufficient internal dimension to provide a minimum of 200 cubic inches (3,280 cubic cms.) and securely labelled. The container should be strong enough to resist breakage in transit.

The lid must fit tightly and the fastening should be strong enough to prevent the lid being forced open by distortion of the container through maltreatment in transit.

I declare that these particulars for cremation are correct to the best of my knowledge and that the coffin, fittings, coffin lining and clothing to be used in respect of the deceased person conform to the requirements above.

SIGNED DATED.....

ON BEHALF OF

Funeral Director

ARRANGEMENTS AFTER CREMATION

The applicant's instructions for Ashes must **NOW** be confirmed on
Cremation Form 1 - Part 6

If the ashes are to be Interred or Scattered in our Cemetery please ensure Cremation Form 1 confirms the location and it is clear if the family wish to be present or not

Please tick which container is required for the cremated remains		
Bio Degradable Casket	Free of Charge	<input type="checkbox"/>
Polytainer	Charge	<input type="checkbox"/>
Wood Casket	Charge	<input type="checkbox"/>
Own Container		<input type="checkbox"/>

Must include nameplate

Personal Information

All personal information provided will be held and treated in accordance with the Data Protection Act 1998. It will only be used for the purposes of Bereavement Services and will not be shared with any other Council department or third party Organisation (except where required by law). We may wish to send you details of various memorials which are available, if you wish to receive such information then please tick the box.

Environmental Policy

All metals remaining following the cremation will be disposed of in the most suitable manner to reduce the impact on the environment. This will include the sensitive recycling of metals to minimize the use of non-renewable resources and comply with existing legislation. Should you wish to dispose of the metals in any other way, then please indicate by ticking this box on the right, and the metals will be returned to you with the Cremated Remains.

I would like the metals returned separately

Please see the Recycling of Metal Leaflet provided by the crematorium for further information.

CREMATION WITHIN 72 HOURS

In accordance with industry guiding principles on cremation, Craven District Council's policy allows for the holding over of the coffin, principally to contribute to the reduction of carbon emissions. By signing this form you consent to allow the crematorium to hold over for a maximum of 72 hours, although our normal practice is 24 hours as a maximum.

Should you wish to specifically request the cremation on the same day as the service please tick this box. Please note additional charges shall apply for same day cremation requests.

In the event of a breakdown, Craven Bereavement Services will inform the applicant via the Funeral Director regarding the options available.

Please note:- This form must be signed by the Applicant for Cremation, the person applying for the cremation on statutory Form 1

Name.....

Signature.....Date.....

OFFICE USE

Instruction for ashes

PLEASE NOTE: If Crem Form 1 is not clear on the precise instructions for the ashes the FD must be consulted

Collect by Funeral Director:	
Collect by Applicant:	

Scatter	Family Present	Yes	No
Location:			
<i>If applicable</i> Details of person to be scattered with, including cremation details		Scatter location set up on BACAS ✓	

Inter	Family Present	Yes	No
Location:			
<i>If applicable</i> Details of person to be interred with, including cremation details		Grave location set up on BACAS ✓	

First Checks completed by:	Date:
Second Checks completed by:	Date:
Cheque Received:	Yes / No
Invoice Breakdown: Cremation Fee: Double Slot: 3 pm Fee: Webcast: Photo streaming: Polytainer: Other: TOTAL:	Receipt/Invoice No: