

Step by step instructions for arranging a Personalised Cremation without a funeral director

“It is your right to organise a cremation without the use of a funeral director”.

If you have decided to arrange a Personalised Cremation then this information sheet explains everything you need to do to achieve this.

Before any arrangements can be made it must be established that the death does not have to be reported to the Coroner, since this could delay the date on which the cremation service can be held.

It is important to find out if the deceased has left a Will, and if so who the executor is. The Will may also state requests regarding the funeral arrangements.

Cremation regulations are very stringent and certain statutory forms must be completed. Firstly you must register the death (usually within five days of the death occurring). The Registrar will then issue you with a green **Certificate for Burial or Cremation**. This can only be done by appointment at the local County Registrar's Office. The Salisbury Registration office is at:

**The Registration Office
Bourne Hill
Salisbury
SP1 3UZ
Telephone: 01225 713007**

However, in the event of a sudden death it will be reverted to the Coroner who will issue a yellow or white **Coroners Certificate for Cremation**. This can be collected from the relevant Coroner's office or posted directly to the Crematorium Office by Registered Post.

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Part 1: Statutory Cremation Forms Required for Cremation in England

The Crematorium Manager and staff will guide you through filling out all the required forms prior to the cremation. All forms must be delivered to the Crematorium Office by 9:30am TWO working days before the intended cremation date. This then allows the cremation database to be updated with the deceased's information and have a check through the collated papers before handing them to the Medical Referee. The Medical Referee job is to have a final check through the papers and sign the Cremation Form 10 giving the Crematorium Manager permission for the cremation to legally proceed.

Please keep this in mind when arranging a time and date for the intended cremation service. All the cremation forms mentioned below are available from the Crematorium Office, and the crematorium team will advise you with all aspects of completing them.

Cremation Forms 4 & 5 (Medical Certificates)

If the Coroner has not issued a Coroners Certificate, then the statutory cremation forms will be required. These are the pink **Cremation Forms 4 & 5** and must be completed by one independent doctor (due to current pandemic regulations). The first Form (Cremation Form 4) must be the doctor who attended the deceased and has seen and identified the body after death.

The doctor usually in all cases have these forms (Cremation Forms 4 & 5) in their possession. There will be a fee for the doctor completing this forms. They will advise you of the amount.

Cremation Form 1 (Application for Cremation)

In all cases the pink **Cremation Form 1** must be completed by the executor, next of kin or person applying for the cremation. This form is relatively straight forward to complete but is very important to state your wishes for the Cremation Ashes.

Particulars of Cremation Form

The blue **Particulars of Cremation Form** must also be completed by the executor, next of kin or person applying for the cremation. This gives the crematorium staff all the details required about the deceased and funeral service content i.e. music requirements, reserving of pews, lowering of coffin and if a large attendance is expected. If more than 35 minutes is required in the chapel or if you are expecting a large attendance then a double time can be booked. Again this can all be discussed with the crematorium team.

Cremation Form 10 (Medical Referee)

This Cremation Form 10 is filled out by the Salisbury Crematorium Medical Referee so this form does not have to be completed by the executor, next of kin or person applying for the cremation. This Form is on the reverse of the Cremation Forms 4 & 5. If the Coroner is involved then we will attach one to the Forms when collated at the crematorium office.

Part 2: Purchasing a Cremation Coffin

There are several local coffin manufacturers available to purchase a suitable cremation coffin from. Please liaise with the crematorium team explaining which style you would like and for contact details. All coffins manufactured by registered coffin manufacturers are compliant to all British Code of Cremation Environmental Legislations. This covers all aspects from the construction to the cremfilm lining. If you wish to make a coffin yourself then we can advise you of the recommended construction and linings that can be used to seal the coffin.

Part 3: Chapel of Rest/Hospital Mortuary (*If the death occurs in Hospital)

As a funeral director is not involved in any way then it is important to arrange where your loved one will remain until the day of the cremation service.

The Salisbury District Hospital Bereavement Services Department can offer assistance and Mortuary facilities with deaths that have ***only** occurred within the Hospital and in these cases will assist with a personalised cremation. For more details please contact the Salisbury District Hospital. Tel: (01722) 336262 and ask for the Bereavement Suite.

Please note: If the death occurs anywhere outside a Hospital and was expected then this may cause problems as to where your loved one will remain until the cremation service. The Hospital only deal/care with deaths that have occurred within the Hospital and Coroners cases. *Salisbury City Council is not responsible in any way with regards to the aforementioned arrangements mentioned in Part 3.*

Part 4: Cremation Ashes

You can collect the Cremation Ashes which are placed in a Ash Box Container. This is a vessel which the ashes are placed into, and it is intended to be for temporarily transporting the Cremation Ashes or for the purpose of scattering. The Ash Box Container is included in the cremation fee.

Alternatively we can offer a Hardwood Ashes Casket or a Metal Urn. Please speak with the crematorium team regarding your wishes and prices for these.

If you desire to scatter the Cremation Ashes within the Salisbury Crematorium Garden of Remembrance then none of the above will apply and it is included within

the cremation fee. It is necessary to make an appointment for this as we can update the cremation data base to where they were scattered and assist if required.

Part 5: Cremation Fee

The Cremation Fee (Full Service) includes a booking slot of an hour and the full use of the chapel and a single service time of 35 minutes within the chapel. If you feel 35 minutes is not long enough then a double time can be booked to extend the chapel time to up to 1.5 hours. There is an additional fee for this and please ask the crematorium team for more information when arranging the Personalised Cremation.

The Fee also includes our resident organist (Musical Co coordinator) and the use of the Wesley Music System which our staff operate in the service. When filling out the Particulars of Cremation form there is a section you need to complete indicating your music requirements.

Part 6: Minister/Officiant

If you have not got a local Minister/Officiant to take the service but you would like one then the crematorium team can give you some contact details. There will be a fee for the Minister/Officiant and they will deal with you directly. Of course, you do not have to have a Minister involved at all; you could have a family friend say a few words. Again it is entirely up to you how the service is constructed and it can be as simple or complex as you feel right.

If you require any further assistance or advice about arranging a Personalised Cremation without the use of a funeral director then please do not hesitate to contact the crematorium office. Tel: (01722) 333632 or visit www.salisburycitycouncil.gov.uk for all relevant downloads.

The Crematorium Office is open Monday to Friday 8:30am – 4:30 pm except Bank Holidays and weekends, unless a weekend cremation has been arranged and agreed by the Crematorium & Cemeteries Manager.