

<b>PARTICULARS OF CREMATION</b>				Cremation No.:	
Full Name of Deceased					
Residence of Deceased					
				Post Code	
Occupation					
Aged					
Gender		Male <input type="checkbox"/>		Female <input type="checkbox"/>	
				Other <input type="checkbox"/>	
Status		Single <input type="checkbox"/>		*Married/Domestic Partner <input type="checkbox"/>	
		Widowed <input type="checkbox"/>		Divorced <input type="checkbox"/>	
				Civil Partner <input type="checkbox"/>	
Date of Death					
<b>Service Requirements</b> A Full Service allows up to 35 minutes service time in the chapel (starting on the hour). A Double Time allows one hour. <b>Please Note:</b> If a Full Service overruns a Double Time Fee will be applied. This also includes Direct/ Rec/ 9am to a Committal Fee and a Committal to a Full Service Fee.					
Service Type		Direct/ Recept/ 9am* <input type="checkbox"/>			
		Committal <input type="checkbox"/>		Full Service <input type="checkbox"/>	
				Double Time <input type="checkbox"/>	
Name of Officiant					
Denomination				Cross: Stay <input type="checkbox"/>	
				Remove <input type="checkbox"/>	
Expected Attendance		Less than 50 <input type="checkbox"/>		Less than 100 <input type="checkbox"/>	
		Less than 200 <input type="checkbox"/>		Unknown <input type="checkbox"/>	
Reserved Rows		No <input type="checkbox"/>		Yes <input type="checkbox"/>	
		.....Right		.....Left	
Catafalque		Stay <input type="checkbox"/>		Lower <input type="checkbox"/>	
		NB: The committal button is operated by the Officiant at the lectern or on the side of the catafalque			
<b>Intended Booking Time</b>			<b>SCC use: Cremation Details (when retained)</b>		
Day/Date		Time			
<b>Music and Hymns</b>					
We operate the Wesley Music System (except for 8:00am & 8:30am Receptions). The Wesley Schedule is created, arranged and finalised online by the funeral director and not the crematorium					
Music/Hymns		No Music <input type="checkbox"/>		Own Organist to Play <input type="checkbox"/>	
				Wesley <input type="checkbox"/>	
		<b>Please finalise your Wesley Schedule by 5pm one working day before the Service</b>			
		If the schedule has not been finalised by the 5pm deadline there will be no music on the system to play			
<b>Disposal of Cremated Remains</b>					
Scattered in the Garden of Remembrance		No <input type="checkbox"/>			
		Yes <input type="checkbox"/>			
		Cremated Remains will be retained for 14 days following the cremation before being scattered, unless otherwise informed			
To be Collected		No <input type="checkbox"/>		Yes <input type="checkbox"/>	
		By:			
Temporary Deposit		No <input type="checkbox"/>			
		Yes <input type="checkbox"/>			
		(Maximum 3 months) 1 <sup>st</sup> month no charge, thereafter a fee is charged to the funeral director			
Coffin Dimensions and Weight Declaration		<b>Important Requirement</b>			
		W: ..... L: ..... D: .....			
		Please tick if the coffin is wider than 28" <input type="checkbox"/>			
		Is the coffin inclusive of body heavier than 22 stone or 140kg YES <input type="checkbox"/> NO <input type="checkbox"/>			
		<b>Maximum coffin width is 36" and a total inclusive weight of 30 Stone*</b>			
Funeral Director's Signature					
<b>Funeral Director</b>					
Name		Address			
All forms to be delivered <b>No later than 9:30am, 2 working days prior to the Cremation to:</b> Salisbury Crematorium, Barrington Road, Salisbury, Wiltshire, SP1 3JB <span style="float: right;">PTO.</span>					

# Salisbury Crematorium

## Important Guidance Notes for Salisbury Crematorium

### **What's included in the Cremation Fee:**

- The use of the Chapel, Organ (not including organist), Wesley Music System- operated by the crematorium staff, Waiting Room and all attendances after the coffin is placed on the catafalque.
- Ash Box for the removal of the Cremated Remains and Cremation Certificate.
- Disposal of Cremated Remains by scattering in the Garden of Remembrance if desired.

### **Responsibilities:**

The funeral director is responsible for the provision of sufficient bearers to convey the coffin reverently from the hearse to the placing of it on the catafalque whereupon it shall become the responsibility of Salisbury City Council (SCC). The funeral director is also responsible for declaring the weight of the coffin and deceased (combined) if over 22 stone.

### **Construction of the Cremation Coffin:**

The coffin must be made of wood or a wood by-product (including cardboard and approved wicker constructions) which, when placed into a cremator and subjected to the accepted cremation processes, is easily combustible and does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. No metal furniture or fittings whatsoever should be used on a coffin. No metal of any kind can be used in the manufacture of such a coffin except as necessary for its safe construction, and then only metal of a high ferrous content should be used. Crosspieces must **not** be attached to the base of the coffin, if it is desired to strengthen the coffin, a flat wooden base may be secured on the outside of the coffin, as this **must** remain completely flat for the safe charging into the cremator, thus enabling the Salisbury City Council to adhere to all Health and Safety procedures. The coffin must not be painted or varnished unless it is with a water-based product suitable for cremation. Any special requirements must be presented to the Crematorium & Cemeteries Manager prior to any arrangements being made with the Applicant for the intended cremation.

### **Lining of the Cremation Coffin:**

The use of sawdust or cotton wool must be avoided at all times. All cremation coffins must be sealed with polypropylene plastic sheeting such as *Crem Film* and stapled to the top of the coffin rim only to avoid leakages. No metal, rubber or polyvinyl chloride (PVC) will be permitted and under no account must pitch or any similar substance be used.

### **Clothing / Additions to the Cremation Coffin:**

Only natural materials such as cotton, linen and wool should be used in the composition of any personal clothing used for cremation. **No** metal, glass, ceramic or flammable objects will be placed in the coffin.

### **Size of the Cremation Coffin:**

The maximum size of a cremation coffin (including handles) accepted into the care of Salisbury Crematorium is not to exceed: **Length: 228 cm (90 inches); Width: 91cm (36 inches); Depth: 61 cm (24 inches).** **\*SCC does not accept a coffin and deceased (combined) that is more than 30 stone.**

The **Coffin Declaration** on the front of this form **must** be signed by the funeral director and the exact weight given (including coffin) if its weight is over 22 stone (and not exceeding the maximum accepted of 30 stone).

### **Time of Cremation:**

The Cremation will take place within 72 hours of the service in accordance with the Guiding Principles in the Charter for the Bereaved and the Code of Cremation Practice. *Consent is given, by signing this form, to retain the body of the deceased (if required) following the committal. This is to minimise the impact to the environment.*

We can send information about remembrance services and memorial options available at the Crematorium. If you require this service please tick the box

Signed by applicant

.....

Name ..... Date .....