

## **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 includes the Medical Examiners role which contains important information about Hazardous Implants, if one had been fitted then it could delay the cremation if it isn't determined and removed. 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 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. This again also includes important information about Hazardous Implants.

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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 at least **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 Form 1 (Application for Cremation)**

In **all** cases the Cremation Form 1 must be completed by the executor or next of kin. 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 Particulars of Cremation Form must also be completed by the executor or next of kin. This gives the crematorium staff all the details required about the deceased and funeral service content i.e. Wesley music requirements (please telephone our office about this 01722 333632), reserving 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 or next of kin. This Form is attached to the other 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 an 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**

There are various Cremation Fees- please visit our website for our current fees: [www.salisburycitycouncil.go.uk](http://www.salisburycitycouncil.go.uk) or ask a member of the crematorium team.

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.

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](http://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.