

<b>PARTICULARS OF CREMATION</b>			Cremation No.:	
Full Name of Deceased				
Residence of Deceased				
			Post Code	
Occupation				
Aged				
Gender Identity		Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Unknown <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 and a half hours. <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		
Other Requirements		Bier <input type="checkbox"/> Ramp <input type="checkbox"/> Other (please specify):		
<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><u>Please finalise your Wesley Schedule by 5pm one working day before the Service</u></b> Unfinalised schedules may contain errors and amendments on the day will incur a fee		
<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 if over 22 stone		<b><u>Important Requirement if over 22 Stone</u></b> W: ..... L: ..... D: ..... Please tick if the coffin is wider than 28" <input type="checkbox"/> <b>Maximum coffin width is 36" and a total inclusive weight of 30 Stone*</b>		
<i>Funeral Director's Signature</i> .....				
<b>Funeral Director</b>				
Name		Address		
All forms to be delivered or emailed to: <a href="mailto:crematorium@salisburycitycouncil.gov.uk">crematorium@salisburycitycouncil.gov.uk</a> <b>No later than 9:30am, 2 working days prior to the Cremation to:</b> Crematorium, Barrington Road, Salisbury, Wiltshire, SP1 3JB				
				PTO.

# 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 or approved wicker, and be fully combustible without producing smoke, toxic gases, or residue after cremation. No metal furniture or fittings should be used, except for essential high-ferrous components required for safe construction. Crosspieces must not be attached to the base; any reinforcement must be a flat wooden base secured externally to allow safe charging into the cremator in line with Health and Safety procedures. Coffins must not be painted or varnished unless using a water-based product suitable for cremation. Any special requirements must be submitted to the Crematorium & Cemeteries Manager before arrangements are made with the applicant.

**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.*

**Data Privacy - Salisbury City Council Burial & Cremation Services:** Salisbury City Council collects and uses personal information to provide burial and cremation services and meet legal requirements.

We process personal data on the basis of contract and or legal obligation. We may share your data when necessary to provide our service or when required by law with: Medical Referees or Coroners, Doctors, Ministers or Celebrants, Contractors (e.g., memorial providers), Government.

For more information about data privacy please see <https://salisburycitycouncil.gov.uk/privacy-policy>

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 if agrees to all of the above:.....

Name: ..... Date: .....