

Data Protection

The information provided on this form will be processed in accordance with the requirements of the Data Protection Act 1998. It will be treated as confidential and used only for the purpose of the Cremation Service.

Under the Council's liability to protect the public funds it administers, information provided on this form may be shared with other departments of St.Helens Council and with other relevant bodies solely for this purpose.



St.Helens
Council

Instructions for Cremation

Booking reference number:

Additional information, for example:
horsedrawn, piper, singer, military,
organist, large funeral, wicker coffin,
large coffin etc.

Funeral Director's name Tel. No.

Full name of deceased

Aged Date of birth Date of death

Home address

..... Postcode

Resident Non-resident

The Day, Date and Hour of Cremation Service Details

	Date	Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Is the curtain to close at the end of the service? **Please answer Yes or No**

Type of Service?
Please answer Full or Committal

If Committal, state Church attending

If Committal, state Church time

Name of Minister

Denomination of Minister

Requested music In

Out

All CDs must be at the Crematorium 24 hours prior to the service. Only original CDs will be accepted. Failure to deliver the music on time may result in the family's disappointment. N.B. Tapes will not be accepted.

Floral Tributes - To be completed by Funeral Director

Following the Funeral Service, the relatives require that the Floral Tributes should be:
(please tick as appropriate)

i) Retained at the Crematorium, in the Wreath Bay, pending final disposal (5 days). (Tick Box)

St.Helens Council do not accept responsibility for any Floral Tributes left in the wreath bay.
Any Floral Tributes left in the wreath bay will be disposed of 5 calendar days after the funeral.

ii) Removed from the Crematorium, by the Funeral Director, to a place directed by the relatives (Tick Box)

If to be placed on a grave: Grave Section

Grave Number

If the Floral Tributes are to be placed on a grave, it is the Funeral Director's responsibility to arrange this.



St.Helens Council

St.Helens Crematorium

Rainford Road

St.Helens WA10 6DF

Tel: 01744 677406/7

Fax: 01744 677411

Email: sthelenscrematorium@sthelens.gov.uk

→ www.sthelens.gov.uk



Please contact us to request translation of Council information into Braille, audio tape or a foreign language.

Disposal of Cremated Remains

(It is essential that relatives are consulted by the Funeral Director regarding the disposal of Cremated Remains before this section is completed.)

It is my wish that the Cremated Remains should be retained on temporary deposit at the Crematorium pending a final decision. (Tick Box)

I authorise the disposal of the Cremated Remains by the following method:

- a. To be SCATTERED on the Memorial Rose Garden at the Crematorium
*with/without appointment (Tick Box)
(a)
- b. To be SCATTERED on the Memorial Garden Lawn at the Crematorium
*with/without appointment (Tick Box)
(b)
- c. To be SCATTERED on the Memorial Garden Baby Bed at the Crematorium
*with/without appointment (Tick Box)
(c)
- d. To be SCATTERED on an Existing Seasonal Bed in the Memorial Garden
*with/without appointment (only permitted if a relative is on existing bed) (Tick Box)
(d)

Existing location

Relative's name and date of death

- e. To be BURIED on the Garden of Remembrance at the Crematorium
*with/without appointment (Tick Box)
(e)

Existing lawn location

Relative's name and date of death

- f. To be scattered on Newton Cemetery's Garden of Remembrance
*with/without appointment. (Tick Box)
(f)

* Please circle

Please note, if it is not possible to bury Cremated Remains on the same lawn as relatives, the lawn nearest to this will be chosen.

NOTE: Cremated Remains will be scattered or buried one month and one day following the date of cremation, unless a private appointment is made. If an appointment is required, the applicant must telephone the Crematorium Office to make an appointment.

g. To be BURIED/PLACED in a new/existing Cremation Plot/Grave/Vault/Niche/Sanctum
Section Number

h. To be COLLECTED by

If to be collected by a family member, he/she must be named and identification brought when collecting remains

for disposal at

The Cremated Remains will be placed in a plastic or cardboard container for collection, unless a casket has been previously provided.

Instructions for Cremation - Terms and Conditions

All cremations are carried out within 24 hours.

Construction of the coffin. The coffin must be made of wood or a wood by-product which, when placed in a cremator and subject to the accepted 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 furniture or fittings whatever shall be used on a coffin for cremation. The Manager **must** be advised **prior** to the booking of any non-standard coffins e.g. wool coffins, wicker coffins etc. **Note:** We are unable to accept **cardboard coffins**. 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. The coffin must not be painted or varnished, but may be covered with a suitable cloth. Products manufactured in polyvinyl chloride (PVC) must not be used in the construction of the coffin or its furnishings. The use of polystyrene must be restricted to the coffin nameplate only, in which case it must not exceed 90 grams in weight. **Wicker coffins** may be accepted as long as the bottom of the coffin is completely flat. The Manager should be advised at the time of making the booking and it may be necessary for the cremation to take place first thing in the morning. Paper products must not be used inside the coffin.

Lining of the coffin. The use of sawdust or cotton wool must be avoided. If circumstances require, suitable sealing material may be used, but no metal, rubber or polyvinyl chloride (PVC) will be permitted and on no account must pitch or similar substance be used.

Personal items placed in coffins. Examples: Picture frames, glass, bottles, aerosols or pressurised containers must **not** be placed within the coffin. This list is not exhaustive, please contact the Manager if in doubt.

Clothing. If the deceased is dressed in their own clothes, **only** cotton garments should be used. Rubber, PVC, wool or leather garments must be avoided.

Size of coffin. No coffin can be accepted where the external dimensions of a coffin are likely to exceed length 80 inches (203cm); width 28 inches (71cm); depth 18 inches (46cm). The Manager of the Bereavement Services must be given advance notice, prior to the booking of the funeral, and it may be necessary for the cremation to take place first thing in the morning.

Weight of person. 20 stone or above 280 lbs/127 kg, please advise the Bereavement Services Manager immediately prior to booking the funeral as it may be necessary for the cremation to take place first thing in the morning.

Cremation of infants. In cases when bereaved parents desire the cremation of the body of an infant, they should be warned that there are occasions when no tangible remains are left after the cremation process has been completed. This is due to the cartilaginous nature of the bone structure. It may be necessary for the cremation to take place first thing in the morning.

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

Music. The Authority provides music for funerals. Should a family wish to provide their own, the original CD must be clearly marked and delivered to the Crematorium 24 hours prior to the funeral.

Please note: Additional fees may be incurred if any of the above coffin anomalies are not mentioned at the time of booking.

Acceptance of Terms and Conditions

Signature of person who signed Form 1

Title Forename Surname

Address

Postcode

Relationship to the Deceased

If you **do not wish** to receive an information pack regarding memorialisation facilities at St.Helens Crematorium and Newton Cemetery (i.e. Book of Remembrance, plaques, tablets, niches), then please signify this by ticking the box. (Tick Box)

I confirm that the coffin and its fittings conform to the above requirements and we have completed all sections of this form.

Funeral Director's signature

Print name Date

This form is to be forwarded to the Crematorium, Rainford Road, St.Helens. Telephone: St.Helens (01744) 677406/7 with the medical papers by 9.30am on the working day prior to the day on which the cremation is to take place. A copy of these Terms and Conditions are available on request.