

Cremation number: .....

**www.wakefield.gov.uk**



**Bereavement Services** Block B Town Hall Normanton WF6 2DZ Tel 01924 307446  
bereavementservices@wakefield.gov.uk

**Confirmation of Cremations Funeral Arrangements at  
..... Crematorium**

**Part 1 Details of the cremation**

Day ..... Date ..... Time .....  
Name of Deceased ..... Age .....  
Home address .....  
..... Postcode .....  
Funeral Director ..... Telephone Number .....

**Part 2 Service details**

Please delete where applicable  
FULL / COMMITTAL / DIRECT SERVICE / DOUBLE SERVICE / 20 MINUTE SERVICES

Name of Minister ..... Denomination .....

<b>Wakefield Crematorium ONLY</b>	Curtains	OPEN / CLOSED
<b>Pontefract and Wakefield Crematorium</b>	Cross to be covered or removed	YES / NO
	Wheelchair or wheelchair space required	YES / NO

**Please be aware that funerals exceeding their allocated time will be charged**

**Part 3 Music details**

We provide the Wesley Music System for playing of recorded music. Soft music will be played for all services unless otherwise advised.

We have separate music libraries for both Pontefract and Wakefield which can be viewed at **www.wesleymusic.co.uk**

Should you choose music not listed in our library, please contact Wesley direct to make a request:

Wesley Music System Tel. 01536 314914

Wakefield Council shall not be liable for any interruptions, errors, loss of service or delays in transmission when using the Wesley Service Broadcaster or music system.

	<b>Full title</b>	<b>Artist name</b>	<b>Is this on Library?</b>	<b>Download reference</b>
In			Yes / No	
During			Yes / No	
During			Yes / No	
Out			Yes / No	

Changes to music selection will not be accepted unless done through the Funeral Director. Late requests cannot be guaranteed and original choice will usually be adhered to.

Using Families' own CDs is no longer an option. However, Wesley Music Service do have the facility to place these onto the system with notice, this includes own recordings.

DELETE AS APPROPRIATE

Do you require the service to be recorded (charges apply) **YES / NO**

CD/ USB / DVD of Service - please circle as applicable **YES / NO**

Do you require the use of the service broadcast (check availability, charges apply) **YES / NO**

Do you require a visual tribute (charges apply) **YES / NO**

USB / DVD of visual tribute - please circle as applicable **YES / NO**

Where in service are the photographs/video to be shown? .....

#### Part 4 Disposal of cremated remains

Please tick re: following requirements (charges apply)

Wooden casket  Metal urn  Bio urn

Certificate and plastic urn are included in the price of a cremation, bio urns are free of charge if cremated remains are being interred in a Wakefield Council new memorial garden.

Strewn in the garden of Remembrance attached to crematorium? **YES / NO**

Witnessed Strewing? (fee applicable if appointment required) **YES / NO**

Is particular Strewing point required? **YES / NO**

**IF** Details of location .....

**YES** Name of Deceased ..... Date of Death .....

Interred or strewn at Cemeteries for which Wakefield Council is the Burial Authority (Interment form to be completed and charges apply)

Location ..... (Cemetery / Memorial Garden / New Memorial Garden / Mini Grave - delete as appropriate)

Cemetery - are remains going to be in bio urn or casket. Plastic (Mini Grave ONLY) .....

Collected by Representative (Family Member or Funeral Director)

Name .....

#### Part 5 Environmental policy

##### Consent For The Disposal Of Orthopaedic Implants and Metal Residues

All metal medical implants are recycled in a sensitive manner in accordance with the Institute of Cemetery and Crematorium Management (ICCM) who has contracted the company OrthoMetals to carry out the collection and recycling on a non-commercial open accounting basis. All surplus monies derived from the recycling scheme will be distributed amongst selected charities posted on the ICCM website (www.iccm-uk.com).

Please note soft metals e.g. gold and silver will melt and combine with the cremated remains. These are not identifiable and cannot be returned. We recommend precious metals in the form of jewellery are retained by the **applicant and not cremated.**

Do you wish the metal to be returned to you with the cremated remains **YES / NO**

## Storage of Cremated Remains

Cremated Remains will be held at Crematorium for a maximum period of one month. Following this a charge applies. If no further contact is made the remains will be strewn within the Garden of Remembrance attached to the Crematorium after a period of three months.

**If the cremated remains are not collected by the named representative within 12 months from the office of the Funeral Director I hereby understand and agree that the cremated remains will be returned to the crematorium and scattered in the garden of remembrance with their location being recorded in the cremation register.**

## Part 6 Memorial packs

**Bereavement Services have a variety of memorials available. Would you like an information pack sending out?  
YES / NO**

## Part 7 Hold over policy

Please note: for environmental reasons the cremation may not be carried out on the same day as the Service. The Crematoria Officer will ensure secure, hygienic storage of the coffin and the cremation will be undertaken as soon as practicable and no later than 72 hours following the Funeral Service. This is in accordance with the Joint Code of Cremation Policy (ICCM & FBCA). **Please be aware that all coffins will be held over until the next working day if you have booked a service from 2.20pm onwards.**

**ONLY TICK IF YOU DO NOT GIVE CONSENT FOR THE COFFIN TO BE HELD OVER**

## Part 8 Special Instructions

### Construction of the coffin

The coffin must be made of wood or a wood by-product which, when placed in a cremator and subjected to the accepted cremation process, is easily combustible and does not emit smoke, give off toxic gas or leave retardant smears or drips after combustion. No metal furniture or fittings whatsoever shall be used on a coffin for cremation. The coffin must not be painted or varnished and no cross pieces attached to the bottom of the coffin. If it is desired, wooden strips maybe placed lengthways for this purpose. Cardboard coffins should not contain chlorine in the wet strength agent. Cardboard coffins must have reinforced bottoms.

Cremation Standard Coffin

Wicker / Wool / Bamboo / Speciality / Design Coffin  
(please circle above where applicable)

Cardboard Coffin (Reinforced To Cremation Standards)

With Removable Coffin Cover  
(Please attach the form "authority to use coffin cover"  
signed by the applicant)

### Lining of the coffin

The use of sawdust or cotton wool within the coffin shall be avoided.

### Size of coffin

The external dimensions of a coffin at Pontefract Crematorium must not exceed: length 86 inches (220cm); width 40 inches (104cm); depth 23 inches (58cm); weight 300kg (47 stone). The external dimensions of a coffin at Wakefield Crematorium must not exceed: length 86 inches (220cm); width 31 inches (80cm); depth 23 inches (58cm); weight 256kg (40 stone).

Please tick if large coffin

### Clothing and Coffin content

In order to minimise the release of pollutants into the atmosphere it is recommended that clothing should be of a natural fibre and that shoes, boots or clothing made of rubber leather or fur or any PVC should not be included. Prosthesis and plaster casts should be removed and no extra items made of glass, plastic or metal should be placed within the coffin e.g. photograph frames. Pillows for the head used in chapel of rest for viewing should also be removed.

Environmental Protection Act - 1990

The above named Act places a statutory responsibility on the Cremation Authority to control the type of materials used in coffins and their fittings, and to prevent and render harmless emissions from the Crematorium. There is also a requirement that Funeral Directors assist in the emission free process by conforming to the instructions issued by the Federation of British Cremation Authorities.

**Part 9 Privacy statement**

General Data Protection Regulations (GDPR): Wakefield Council Bereavement Services collect, process and store a wide range of information, including some personal details, in order to deliver our services efficiently. We are responsible for managing the information we hold and we recognize that this information is important to you. We take our responsibilities seriously and use personal information fairly, correctly and safely in line with the legal requirements set out by the GDPR. This will now include sharing the contact details of the applicant of a cremation with NHS Test and Trace should Bereavement Services be contacted by them. This is in line with Government instructions. A full copy of our Transparency Notice can be found at **www.wakefield.gov.uk**

Applicant Name: Mr Mrs Miss Ms .....

Address ..... Postcode .....

Signature ..... Date .....

The applicant information on the form will be shared with your chosen Funeral Director and Monumental Stone mason. Current fees and charges are available at **www.wakefield.gov.uk**

**Part 10 Declaration of funeral director**

- I can confirm that the coffin and fitments conform to the cremation standard requirements as per Wakefield instructions.
- I have confirmed/discussed with the applicant their exact requirements and I have ordered any music/media requests (within 48 hours) - late submissions will incur an additional cost.
- I confirm that all necessary checks will be made to ensure no additional items will be included in a Coffin for cremation and accept responsibility for any damage/breach of emissions caused by items left in the coffin (see Environmental Protection act 1990 - Control of Emissions).

Name and address of funeral director .....

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Telephone number .....

Signature of funeral director ..... Date .....