

Tel: 01723 – 372652/354393

SCARBOROUGH BOROUGH COUNCIL
WOODLANDS CREMATORIUM
WOODLANDS DRIVE, SCARBOROUGH, YO12 6QN
www.scarborough.gov.uk
email: bereavement.services@scarborough.gov.uk



SERVICE APPLICATION FORM

DAY & DATE OF CREMATION.....

TIME OF SERVICE.....

Name of the deceased

First name..... Middle name(s).....

Surname

Address (including postcode).....

.....

.....

Alternative first name to appear on public notices:

KNOWN AS.....

Please continue over the page and complete the declaration on page 4

CHAPEL SERVICE DETAILS

DAY OF CREMATION.....DATE OF CREMATION.....TIME OF SERVICE.....

TYPE OF SERVICE (Please tick) Full Committal None
 Family attending but no minister Full plus additional chapel time (not available with 2.40 services)

NAME OF MINISTER.....

CHURCH SERVICE

If the service at the Crematorium is to be a committal, please state at which church and at what time the main service will be held:

CHURCH.....TIME OF SERVICEMINISTER.....

CURTAINS OPEN / CLOSED

MUSIC please indicate: Organist arranged by Funeral Director

Specific music as follows:

In: Title.....Artist.....Wesley No.....

During: TitleArtist.....Wesley No.....

During: (2): TitleArtist.....Wesley No.....

Out:.....Artist.....Wesley No.....

We would like to draw to your attention the availability of an extra 40 minute service time following the initial service if during the arrangement of the funeral the need for extra time is indicated; you may wish to discuss this, prior to the funeral, with the family in order to decide whether an extra time period would be desirable.

RECORDING OF SERVICES We have the facility to record the funeral service onto a CD at the family's request. Permission from the Minister/organist is required; details, cost etc. are available from the Crematorium office. Permission to Record a Service forms are available from the Crematorium Office.

WOULD YOU LIKE US TO RECORD THE SERVICE Yes No

All music played at Woodlands Crematorium must be supplied from our Wesley Music System. To place an order with Wesley Music either: fill out the web-form at: <http://www.wesleymusic.co.uk/online/musicrequest.htm> or email: requests@wesleymusic.co.uk or telephone: 01536 712266 (Monday to Friday 9am to 5pm). A list of music held on the library at Woodlands Crematorium can be viewed by logging on to: www.wesleymusic.co.uk and clicking on to "Music Library Lists" and scrolling down to Woodlands Crematorium, Scarborough. Any special requests i.e. family own recordings etc. must be agreed and arranged through the Crematorium office.

DONATION CARD YES / NO If yes – which charity?

.....

NOTE: The current regulations for the use of donation boxes apply at all times.

RESERVED PEWS Please reserve rows of long pews

Please reserve rows of short pews

FLORAL TRIBUTES Floral tributes may be donated to the Crematorium Chapel if the family so wish.

Would you like to receive Memorial Information from the Crematorium?

Email: Post No

AUTHORITY FOR THE ASSIGNING OF CREMATED REMAINS

After completing no more than one option from the following 5 options, this form must be signed by the person applying for the cremation, i.e. the Applicant

Any subsequent alterations to the disposal of the cremated remains must be made in writing by the person applying for the cremation using green form CF/2 available from the Crematorium Office.

1. Sign this option when cremated remains are to be

STREWN IN THE GARDEN OF REMEMBRANCE AT WOODLANDS CREMATORIUM

Strew with attendance: Signed..... Date.....
on a day, date and time to be arranged.

It is assumed that the applicant for this cremation will attend this strewing, if this is not the case please advise the applicant to supply a letter of authority for the family members attending, or a contact telephone number in order that we can confirm the strewing arrangements.

Applicant attending Letter of authority Contact telephone No.

Strew by Crematorium employee (no family attending):

Signed..... Date.....

If in the same area as someone whose cremated remains have been strewn at the Crematorium please give details :-

Name/Date/Location/Cremation Number, if known.....

2. Sign for this option when cremated remains are to be

REMOVED FROM THE CREMATORIUM FOR DISPOSAL ELSEWHERE

To be removed by :-

- The Funeral Director acting for the person who applied for the cremation
- The person applying for the cremation
- Another person who is acting for the person who applied for the cremation and is able to produce written confirmation to that effect.

In all cases, unless a suitable container is supplied by the Funeral Director, the cremated remains will be placed in a container and will be accompanied by a "Certificate of Cremation" which must be presented to the person responsible for the Crematorium or Cemetery where the cremated remains are to be interred or strewn.

An option must be clearly indicated

Signed Date

3. Sign this option when cremated remains are to be

STREWN IN THE GARDEN OF REMEMBRANCE AT WHITBY CEMETERY

Strew with attendance: Signed..... Date.....
on a day, date and time to be arranged.

Strew by Crematorium employee (no family attending):

Signed..... Date.....

4. Sign this option when cremated remains are to be

INTERRED IN A GRAVE IN ONE OF THE COUNCIL'S CEMETERIES

Woodlands Whitby Manor Road/Dean Road (Please indicate which cemetery)

Interred with attendance: Signed..... Date.....
on a day, date and time to be arranged.

Interred by Crematorium employee (no family attending):

Signed..... Date.....

An Interment Form will be required

PLEASE CONTINUE OVER THE PAGE

5. Sign this option when cremated remains are to be
STREWN ON A GRAVE IN ONE OF THE COUNCIL'S CEMETERIES

Woodlands Whitby Manor Road/Dean Road

Grave number if known.....

A Strewing Form will be required

Strew with attendance: Signed..... Date.....
 on a day, date and time to be arranged.

Strew by Crematorium employee (no family attending):

Signed..... Date.....

INSTRUCTIONS FOR FUNERAL DIRECTORS

The requirements of the Environmental Protection Act 1990 place stringent constraints on emissions to the atmosphere during the process of cremation. It is essential therefore, that the following instructions be met.

CONSTRUCTION OF THE COFFIN

The coffin must be made of a suitable material which, when placed in a cremator and subjected to the 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. Coffin handles should be free from unnecessary metal components. 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. Crosspieces 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. External coatings to a coffin must allow for smokeless combustion and the use of nitro-cellulose varnish, polyurethane, melamine and any products containing polyvinyl chloride (PVC) must not be used. Water based lacquer free from additives containing heavy metals may be used for coating a coffin or a suitable cloth may be used for covering a coffin. The exception to the foregoing is the use of polystyrene which is restricted to the coffin nameplate only and this must not exceed 90 grams in weight.

LINING OF THE COFFIN

The use of sawdust or cotton wool must be avoided. If lining of a coffin is necessary, this should be manufactured from polythene not exceeding 75 microns in thickness. Lead or zinc linings must not be used. The use of shredded paper within a coffin is not permitted.

CLOTHING AND COFFIN CONTENT

In order to minimise the release of pollutants to air, it is recommended that clothing should be of natural fibres and that shoes or any material manufactured from PVC should not be included. Body adornments manufactured from copper should be removed, as should any easily removable prostheses or casts of plaster or other material. Additional items, particularly of glass or plastic, should not be placed within the coffin.

SIZE OF COFFIN

The maximum external coffin dimensions allowable are – Length 2200 mm (86”), Width 838 mm (33”), Height 750 (29”)

Environmental Policy

Consent for the Disposal of Orthopaedic Implants & Metal Residues

Regulations state that we are unable to bury residual metal from this crematorium in our grounds. We participate in a nationwide scheme to sensitively recycle residual metal as prescribed by the ICCM, full details of which are available from the office. If you do not wish the scheme to apply to this cremation, please tick this box:

Woodlands Crematorium, Scarborough abides by the Code of Cremation Practice of The Federation of Burial and Cremation authorities. Cremation is normally completed on the day of the funeral, except when circumstances require the cremation to be delayed. No cremation will be delayed more than 24 hours.

I DECLARE that to the best of my knowledge and belief the information given in this application is correct and no information or detail has been omitted.

Signature.....Print name (**Mr/Mrs/Miss/Ms**).....Date.....

THE APPLICANT is known to me a I have no reason to doubt the truth of any of the information furnished by the applicant. Verification by a householder to whom the applicant is known

Signature.....Print name.....Date.....

Capacity in which signatory has signed.....Address.....

.....Post Code.....

FUNERAL DIRECTOR'S CERTIFICATION : This coffin and fittings conform to the above requirements.

SIGNED: PRINT NAME:

ADDRESS & POST CODE.....

NOTE TO FUNERAL DIRECTOR

THIS FORM, SIGNED IN THE CORRECT PLACES BY THE APPLICANT FOR CREMATION (WITH VERIFICATION) AND THE FUNERAL DIRECTOR, TOGETHER WITH ALL STATUTORY DOCUMENTS RELATING TO THE CREMATION MUST BE DELIVERED TO THE CREMATORIUM OFFICE BY THE TIME SPECIFIED IN THE CURRENT CREMATORIUM REGULATIONS: I.E. BY 10AM ON THE PREVIOUS WORKING DAY TO THE CREMATION.