

## PRELIMINARY APPLICATION FORM

Thornton Crematorium: 0151 924 5143, [cremationformTGR@sefton.gov.uk](mailto:cremationformTGR@sefton.gov.uk)

Southport Crematorium: 01704 533 443, [cremationformSCREM@sefton.gov.uk](mailto:cremationformSCREM@sefton.gov.uk)

**Please ensure all cremation paperwork is submitted at least 48 hours prior to the service**

### SERVICE DETAILS:

Day:		Date:		Time:	
Crematorium:				Private Service	Yes <input type="checkbox"/> No <input type="checkbox"/>
Service type:	Full <input type="checkbox"/>	Committal <input type="checkbox"/>	Direct - Attended <input type="checkbox"/>	Direct - Unattended <input type="checkbox"/>	
	Extended Service <input type="checkbox"/>		Service prior to burial <input type="checkbox"/>		

### PLEASE ORDER ALL MUSIC AND MEDIA OPTIONS THROUGH OBITUS

Webcast	<input type="checkbox"/>	Visual Tribute	<input type="checkbox"/>	Service Recording	<input type="checkbox"/>
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### ADDITIONAL DETAILS

Curtains:	Open <input type="checkbox"/>	Closed <input type="checkbox"/>	Voile: (Thornton only)	Open <input type="checkbox"/>	Closed <input type="checkbox"/>
Large attendance expected?	<input type="checkbox"/>	External speakers required?	<input type="checkbox"/>		

**Please note the crematorium will not take any responsibility for service sheets being handed out or present for services.**

### COFFIN DETAILS (where possible, please book a morning service if the coffin is over 30")

Outside coffin dimensions (inch)		Weight (kg)	
Traditional coffin <input type="checkbox"/>	OR	Non-traditional coffin <input type="checkbox"/>	
		If yes, please supply name of accreditation authority	
Witness charge coffin? <input type="checkbox"/>		Product description (as per accreditation website)	

### DECEASED DETAILS

Title:		Full name:			
Age:		Stillborn <input type="checkbox"/>	NVF* <input type="checkbox"/>	*weeks gestation:	
				Address:	
				Postcode:	
Date of death:			Denomination:		

### APPLICANT DETAILS

Title:		Full name:			
Address:					
	Postcode:		Relationship to deceased:		

### FUNERAL DIRECTOR

Funeral Director Name:		Address:	
		Postcode:	
Contact Number:		Email:	

**Instruction to Funeral Directors**

**1. RESPONSIBILITY** The Funeral Director shall observe the regulations of the Cremation Authority. The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the catafalque. When the coffin is in position on the catafalque or deposited in the rest room or Chapel of Rest at the Crematorium the responsibility of the Funeral Director towards it ceases and that of the Cremation Authority begins.

**2. NOTICE OF CREMATION** The length of notice to be given for a cremation and the time of the cremation, as agreed, must be strictly adhered to. All statutory and non-statutory forms and certificates, as required by the Cremation Authority, must reach the crematorium office by the specified time. For administrative reasons these times may vary according to local requirements.

**3. 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** 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. Cardboard coffins should not contain chlorine in the wet strength agent. (e.g. not using polyamidoamine-epichlorhydrin based resin (PAA-E). Contact should be made with the Crematorium Administration to ensure that the coffin selected is fit for the purpose of cremation.

**4. COFFIN FURNITURE AND FITTINGS** No metal furniture or fittings whatever shall be used on a coffin for cremation. Coffin handles should be free from unnecessary metal components. 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) or melamine must not be used in coffin construction or furnishings. 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.

**5. LINING OF THE COFFIN** The use of saw dust, cotton wool or shredded paper within a coffin 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.

**6. SIZE OF THE COFFIN** Where the external dimensions of a coffin are likely to exceed length 81 inches (206cms); width 28 inches (71cms); depth 22 inches (56cms) the proper officer of the crematorium must be consulted as soon as practicable.

**7. 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.

**8. CREMATION OF INFANTS and FOETAL REMAINS** Mothers of non-viable babies, families of stillborn babies and young deceased babies considering cremation should be advised that cremated remains will be recovered, however despite every effort being made to recover cremated remains following a cremation, on very rare occasions (particularly with a cremation following an early pregnancy loss) there may be no recoverable cremated remains. Families should also be reminded of the availability of the option of burial. If the advice is not given the parents may have been denied the choice of earth burial and thereby subjected to understandable distress.

Name of person collecting the cremated remains from the crematorium:	
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**9. BODY PARTS** Body parts presented at the crematorium for cremation normally consists of soft tissue which in the absence of any bone structure will produce a small amount cremated remains.

**10. CREMATED REMAINS** The utmost care should be taken when dealing with cremated remains. If the Funeral Director supplies an urn or casket for cremated remains it should be of sufficient internal dimension to provide a minimum of 200 cubic inches (3,280 cubic cms) and labelled. The container should be strong enough to resist breakage in transit. The lid must fit tightly and the fastening should be strong enough to prevent the lid being forced open by distortion of the container through maltreatment in transit.

Signed by Funeral Director		Name (printed)	
On behalf of:		Date	

**Freedom of Information Act 2000**

Please note that under the Freedom of Information Act 2000 information relating to the funeral arrangements may be disclosed to third parties in line with the new GDPR regulations requirements.

**GDPR**

Sefton Council collects and processes personal information about its service users. Information is processed in accordance with the GDPR, it will be adequately protected and shared with other agencies only where the law permits. Sefton Council Privacy Notice is available to view on our website:

[www.sefton.gov.uk](http://www.sefton.gov.uk)

**Holdover**

I am aware cremation may not take place on the same day but that it will normally be completed within 24 hours of the service. **IF YOU DO NOT CONSENT TO THE HOLDING OVER OF THE DECEASED PLEASE TICK THE BOX PROVIDED** (please note that in certain cases holdover may be required in the event of machine failure from time to time). SERVICES BOOKED FROM 2PM EACH DAY WILL BECOME AUTOMATIC HOLDOVERS DUE TO STAFFING LEVELS AND ENVIRONMENTAL IMPACTS. IF YOU DO NOT WISH TO HAVE YOUR LOVED ONE HELD OVER SECURELY AT THE CREMATORIUM PLEASE USE OTHER SERVICE TIMES AVAILABLE.

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**Disposal of Flowers**

Removed by Funeral Director / Display in Floral Area. If you require flowers to be kept please inform the crematorium so you can arrange to date to collect from site within 7 days from the date of the funeral.

**Memorial Options**

**If you would like to receive information containing memorial options available at the Crematorium please tick the box provided.**

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**Applicant Declaration**

I DECLARE that to the best of my knowledge and belief, the information in this preliminary application is correct.

I CONFIRM I have indicated on Form 1 my wishes to dispose of the cremated remains.

I understand that the crematorium will hold my details for use in statutory registers and client database.

Signed by applicant		Name (printed)	
Date			