

# Particulars for a Cremation at Ipswich Crematorium

*This form must be sent to the Cemetery Office immediately following the verbal arrangements made by telephone, all forms to be received no later than 2 working days prior to the cremation, excluding Saturdays, Sundays and public holidays.*

## Details of Deceased

Name of deceased:
-------------------

## Confirmation of Cremation

Day:	Date:	Time:
Religion:	Officiant:	
Full Service: <input type="checkbox"/>	Committal: <input type="checkbox"/>	No Service: <input type="checkbox"/>
Special Instructions:	Extended Service req'd <input type="checkbox"/>	
Is a wooden casket or cardboard tube being provided for ashes YES/NO		
State coffin material ie. wood, cardboard, wicker etc		Large congregation <input type="checkbox"/>
Environmental Policy: All metals remaining following cremation will be disposed of in the most suitable manner to reduce the impact on our environment. This will include the sensitive recycling of metals to avoid the use of non-renewable resources and comply with existing legislation. Should you wish to dispose of the metals in any other way then please indicate by ticking the box and the metals will be returned to you separately with the cremated remains. <input type="checkbox"/> Additional important information is shown overleaf.		

Floral tributes from a funeral remain for seven days unless otherwise instructed. Flowers can be donated for use in the Crematorium chapel and office and would be removed after three days from the floral tribute area. Please tick box if you wish to donate

## Music Requirements

Order	First line or Title **	Version/Verses **	Tune, Composer or Artist	Organist or Wesley Music
Pre				
Entry				
1				
2				
3				
4				
Exit				

\*\* (if applicable) as shown in Wesley Music menu sheets, if not listed please advise you have ordered as download by stating requested in box

Name of Company arranging funeral .....		
Address: .....		
.....		Telephone no. ....
I declare that the coffin containing the remains of the above named deceased conforms to the requirements as printed on the back page and that I am the person who is responsible for the accuracy of the information given on this form. The applicant has been verbally advised of the Environmental Policy above and the information regarding an extended service shown overleaf.		
Name .....	Signature .....	Date: .....

## Environmental Policy

Cremators use a lot of fuel, especially gas and if all cremations are completed on the same day as the funeral service excessive energy may be used.

In order that Ipswich Borough Council is able to contribute to reducing the impact to our environment by better use of energy, which in turn minimises the emission of greenhouse gases, some cremations may not be carried out until the day after the funeral service. In any event, all cremations will be carried out within 24 hours of the funeral service.

# Instructions for Funeral Directors

## Chapel bookings

I have explained to the applicant for cremation that:

1. Standard chapel bookings are for 45 minutes  
This length of time is only suitable when the service starts at the allocated time and there are less than 105 mourners.
2. Where families prefer a longer chapel service, the family have been advised that they must reserve the subsequent service, for which a supplementary fee is payable, to avoid their service appearing hurried or rushed, as it is rarely possible to 'run late' without causing distress and inconvenience to other service users.

## 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 processes, 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. 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 name plate only in which case it must not exceed 90 grams in weight. The use of lead or zinc is strictly forbidden.

## 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 (PVC) will be permitted and on no account must pitch or similar substance be used.

## Size of the coffin

**Due to the current cremators we must be advised two working days in advance if a coffin is likely to exceed 39 stone in weight or where the external dimensions of a coffin are likely to exceed length 96 inches (2438mm); width 40 inches (1041mm); depth 24 inches (610mm) to enable us to plan ahead.**

We are able to accept non-wooden coffins such as cardboard, wicker, wool etc on any day at any time. However they must have a fixed base in line with ICCM guidance. This document is available on request or on the ICCM website.



## Part 3 continued

Age at date of death

Sex

 Male Female

Status

 married/civil partnership widow/widower/surviving civil partner single

## Part 4 The application

1. Are you a near relative or an executor of the person who has died?  Yes  No

Near relative means the widow or surviving civil partner of the person who has died, or a parent or child of the person who has died, or any other relative usually residing with the person who has died .

If No, please give the nature of your relationship and explain why you are making the application rather than a near relative or an executor

2. Is there any near relative(s) or executor(s) who has not been informed of the proposed cremation?  Yes  No

If Yes, please give the name(s) and the reason(s) why they have not been contacted.

3. Has any near relative or executor expressed any objection to the proposed cremation?  Yes  No

If Yes, please give details.

4. What was the date and time of death of the person who has died?

Date

Time

## Part 4 continued

5. Please give the address where the person died.

Address

<input type="text"/>

Please state whether it was the residence of the person who has died or a hotel, hospital or nursing home etc.

Their home                       Hospital                       Other (please specify)

Hotel                                       Nursing home

--

6. Do you know or suspect that the death of the person who has died was violent or unnatural?                       Yes                       No

7. Do you consider that there should be any further examination of the remains of the person who has died?                       Yes                       No

If you have answered Yes to questions 6 or 7, please give reasons below.

--

8. What is the name, address and telephone number of the usual doctor of the person who has died?

Doctor's name

--

Address

<input type="text"/>

Telephone number

--

## Part 4 continued

9. Please give the name, address and telephone number of the doctor(s) who attended the person who has died during their last illness.

Doctor's name

Address

  
 

Telephone number

Doctor's name

Address

  
 

Telephone number

10. Was any implant placed in the body which may become hazardous when the body is cremated (e.g. a pacemaker, radioactive device or 'Fixon' intramedullary nailing system)?

Implants may damage cremation equipment if not removed from the body of the deceased before cremation and some radioactive treatments may endanger the health of cremation staff.

If Yes, please give details and state whether it has been removed.

Yes  No

I don't know

## Part 5 Inspection of certificates

You are entitled to inspect the certificates (if any) given by doctors under regulation 16(c)(i) of the Cremation Regulations 2008 (forms Cremation 4 and Cremation 5). If you do not wish to inspect any such certificates yourself you may nominate another person to inspect them instead of you.

Such certificates will only be available for inspection at the offices of the cremation authority for **48 hours** from the time that the cremation authority notifies you, or the person you have nominated, that the certificates are available to be inspected. You may take someone with you when you attend to inspect the certificates. If you, or the person nominated by you, do not attend to inspect the certificates at the time agreed with the cremation authority, the cremation may then proceed.

Please state if you would like to inspect the certificates given by the doctors or whether you would like to nominate someone else to do so instead and give a contact telephone number.

---

If certificates are given by medical practitioners:-

I would like to inspect the certificates and

my contact telephone is

I nominate

to inspect the certificates and their  
contact telephone number is

---

## Part 6 Applicant's Instructions for ashes

Local practices regarding ashes vary and your funeral director or cremation authority will be able to advise you about these.

Please then tick the relevant box to confirm whether you have chosen Option 1, 2 or 3 below for the ashes following this cremation, and provide further details in the relevant free text box.

If you choose Option 1 or 2 you may alter your choice, confirmed in writing with your signature before the cremation authority has made arrangements to implement your chosen option, so please advise your funeral director or the crematorium as soon as possible if you change your mind.

**Option 1: Ashes to be scattered/interred/otherwise dealt with by the crematorium**

Please give further details of your wishes here, from the options offered by the crematorium, for instance where the ashes should be scattered/placed and when; and whether you wish this to be witnessed.

## Part 6 continued

### Option 2: Ashes to be collected from the crematorium

Please give further details of your wishes here, such as who will collect the ashes (for instance you and/or another family member, the funeral director, or another specified person) and by which date, if known. The person collecting the ashes should bring a form of identification.

### Option 3: Ashes to be held awaiting your decision

Please give further details of your wishes here, for instance where and for how long the ashes should be held awaiting your decision.

When you have later made a decision, please confirm this, in writing with your signature, to your funeral director or crematorium.

## Part 7 Recovery of ashes

Despite every effort being made to recover ashes following a cremation, on very rare occasions (particularly with a cremation of stillborn children) there may be no recoverable ashes. If you have any questions about this, please ask your funeral director or crematorium.

Please tick the box to confirm that you understand this and that you wish to proceed with the cremation

## Part 8 Statement of truth

I apply for the body of the person who has died to be cremated and I certify that I am at least 16 years of age.

I believe that the facts given in this application are true. I am aware that it is an offence to wilfully make a false statement with a view to obtaining the cremation of any human remains.

Print your full name

Signed

Dated

--	--	--	--	--	--	--	--