



## CONFIRMATION OF BOOKING

Original cremation papers must be received at the crematorium at least 48 hours prior to the day of the service.

Worthing Cematorium, Horsham Road, Findon, West Sussex, BN14 0RG

E-mail: [crematorium@worthing.gov.uk](mailto:crematorium@worthing.gov.uk)

T: 01903 872678

Kingswood Chapel			AM	Day		_ / _ / _		
Muntham Chapel			PM					
Large crowd (greater than 100 people)			Y	N				
Mr	Mrs	Ms	Miss	Other			Age:	
Name(s)								
Name to appear on floral tribute card: (if different from above)								
F/S	C/O	D/O	D/S	M/S	If Committal:	Time:		
						Place:		
Officiant:						Denom:		
Coffin made from:								
Coffin size:								
Funeral Company:								
Address:								
Tel:				Fax:				
E-Mail:								
Name of person making funeral arrangement:								
<b>FOR CREMATORIUM OFFICE USE ONLY</b>								
FEES DUE	£	PAPERS			ASHES			
ADULT CREMATION					SPRING			
SCATTER / INTER					SUMMER			
WITNESS					AUTUMN			
USB / CD					INTER		/	
USB / DVD					WITNESS		YES	NO
WEBCAST					AWAY		FAMILY	FD
VISUAL TRIBUTE					PAYMENT			
CERT. EXTRACT		RECEIPT:						
USE OF CHAPEL		ISSUED:						
		INVOICE NUMBER						
TOTAL		COMPLETE			RAISED			

The applicant must clearly state their preference for ashes disposal on Cremation 1 Form.

## Ashes Placement Information

The final resting place of Cremated Remains is a very important decision and one that you should think about with great care. There are a number of options available to you. Once your decision is acted upon, **you will not** be able to change your mind.

The following information may help you decide which option is right for you. If you would like further information please contact Worthing Crematorium. Telephone: 01903 872 678 or [email: crematorium@worthing.gov.uk](mailto:crematorium@worthing.gov.uk)

### Option 1:

#### Ashes to be scattered / interred / otherwise dealt with by Worthing

Worthing Crematorium is situated in the beautiful surroundings of the South Downs National Park. There are several options for the placement of cremated remains at the Worthing Crematorium Memorial Garden.

**Ashes scattered in one of our seasonal glades**

The ashes can be scattered over the surface of any of the glades at Worthing Crematorium. There are no markers in the glades. The glades are Spring, Summer and Autumn located in different parts of the grounds all with their own unique seasonal interest.

The scattering glades are communal areas. As such no permanent personal memorials may be put in place. You are permitted to lay fresh flowers and small pot plants on the surface. All tributes will be tidied up on a regular basis.

**Private plots**

You may lease a private plot within our Memorial Gardens. These plots hold a minimum of two sets of ashes. You may choose a small headstone or similar memorial installed, maximum size: 50cm (19.7") height x 45cm (17.7") base. If you would like further information please contact Worthing Crematorium.

Note: The details of ashes scattered or interred at Worthing Crematorium are recorded in our cremation record and kept indefinitely. You may not place ashes in any part of the grounds without prior agreement of Worthing Crematorium.

### Option 2:

#### Ashes to be collected from the crematorium

You can choose to collect the ashes from the Crematorium yourself or elect for your funeral director or another specified person. You need to let the Crematorium know by what date you will collect the ashes. The person collecting the ashes should bring a form of identification.

**If the ashes/cremated remains are not collected by (the applicant) within 1 year from the office of the funeral director or the crematorium, I hereby understand and agree that the ashes will be returned to the crematorium and scattered in the garden of remembrance with their location being recorded in the cremation register.**

### Option 3:

#### Ashes to be held awaiting decision

If you are unsure or in any doubt about your choice in any way you can request that the ashes are held awaiting your decision.

You need to let Worthing Crematorium know your wishes about where you want the ashes held and for how long, so we can make this arrangement for you.

When you have made a decision about the placement of ashes, please confirm this in writing with your signature, to your funeral director or Worthing Crematorium.

### Option 4:

#### Ashes to be delivered to your Funeral Director

Worthing Crematorium can deliver the ashes to our Funeral Director for safe keeping if preferred. If this is a service you would like please detail this in the Cremation Application form 1 or alternatively confirm this in writing with your signature to your Funeral Director or Worthing Crematorium.

# WORTHING CREMATORIUM SERVICE REQUIREMENTS

Date:	Time:	Kingswood	Muntham
Name of the Deceased:			
Funeral Co:		Director:	
Officiant:		Denom:	
Special instructions (i.e. unusual transport, accessibility requirements, collection boxes etc.):			
Please note the crematorium does NOT provide an organist.		Organist Required	Y    N
Name:		Tel:	
Curtains:	Both open	Close Voile	Close Velvet      Both Close
Recording: (USB)	Audio	Video	Webcast      # Copies Required:
Please state if you require a CD or DVD and NOT a USB.			
Holding Picture:	Y    N	Ordered from Obitus	Y    N    Order No:
Description:			
PLEASE GIVE AS MUCH DETAIL AS POSSIBLE TO AVOID AMBIGUITY. CIRCLE EACH PIECE AS APPLICABLE. OUR LATEST LIBRARY CAN BE VIEWED AT: <a href="http://www.obitus.com">www.obitus.com</a>			
ENTRY	V/T	Organist	Library    Order No:      Own CD
Title:			
Artist / Tune:			
SING	DUR.	COM.	V/T    Organist    Library    Order No:      Own CD
Title:			
Artist / Tune:			
SING	DUR.	COM.	V/T    Organist    Library    Order No:      Own CD
Title:			
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SING	DUR.	COM.	V/T    Organist    Library    Order No:      Own CD
Title:			
Artist / Tune:			
SING	DUR.	COM.	V/T    Organist    Library    Order No:      Own CD
Title:			
Artist / Tune:			
EXIT	V/T	Organist	Library    Order No:      Own CD
Title:			
Artist / Tune:			

# Instructions for 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. Only once the coffin is in position on the catafalque does the responsibility of the funeral director towards it cease and that of the Cremation Authority begin.

## 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 administration office 72 hours prior to the cremation taking place.

## 3. Construction of the Coffin

The coffin must be made of a suitable material which, when placed in a cremator and subject 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.

Cardboard coffins should not contain chlorine in the wet strength agent (e.g. not using polyamidoamine-epichlorohydrin based resin (PAA-E)).

All coffins, irrespective of style, material or supplier, must have a flat solid base that extends over the full width and length of the coffin. We hold a small stock of boards in the event that a coffin is bought in without a solid base. If this is required we will add a charge to the relevant funeral director's account.

## 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) 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 sawdust, 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.

## 6. Size of a Coffin

Where the external dimensions of a coffin are likely to exceed length 206cm (81 inches); width 71cm (28 inches); depth 56cm (22 inches) the Bereavement Services Manager of Worthing Crematorium must be consulted as soon as practicable.

## 7. Clothing and Coffin Content

To minimise the release of pollutants into the air, it is required 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 cast of plaster or other material.

Additional items, particularly glass or plastic, should not be placed in the coffin.

This form must be clearly completed and signed by the applicant for cremation.

Your details (the applicant)

Title Mr          Mrs          Ms          Miss          Other

Surname \_\_\_\_\_

Other names \_\_\_\_\_

Details of the person who has died

Full name \_\_\_\_\_ Age \_\_\_\_\_

Sex Male          Female

## Recycling of Metals

Worthing Crematorium participates in a national scheme run and administered by the Institute of Cemetery and Crematorium Management (ICCM) where all metals recovered after the cremation are sensitively collected and recycled. The net income which is raised by the sale of these metals is then donated to a local charity / hospice / children's hospice.

If you do not consent to the recycling of recoverable metals in this manner then please tick this box

Note: These metals will be kept for 28 days only and will need to be collected by you from the Crematorium.

Should you decide not to collect within this time frame, they will be disposed of using the above scheme without further notice.

## Recycling of Pacemakers

Worthing Crematorium participates in a national scheme run and administered by the Institute of Cemetery and Crematorium Management (ICCM) where pacemakers removed from your loved one are sensitively collected and recycled. The net income which is raised by the sale of these devices is then donated to a local charity / hospice / children's hospice. If you would like your loved one's pacemaker to be recycled please contact your Funeral Director for more information.

## Gold, Silver and Precious Metals

Soft metals such as gold and silver are non-recoverable after the cremation process. These metals become unidentifiable and cannot be returned separately. We strongly recommend any precious metals in the form of jewellery etc. are retained by the family and not cremated unless you specifically wish this to be done.

## Environmental Issues

In the interest of the environment Worthing Crematorium abides by the Guiding Principles of Cremation issued by the ICCM.

Worthing Crematorium wants to minimise the use of energy and the carbon emissions generated by the cremation process.

Worthing Crematorium may request the delivery of a direct cremation from the funeral director the day before the cremation is due to take place. This allows us to make efficient use of the cremators each day.

Cremation will normally be undertaken on the day of the funeral or committal to the crematorium. No cremation will be delayed for more than 72 hours.

If you do not consent to these environmental practices please tick this box

## Floral Tributes

Floral tributes received on the day of the funeral will be displayed within our designated Floral Tribute area. They will remain on display for a minimum of three days following the funeral. After this time, if not already collected, they will be lovingly re-used at the crematorium or given to a local charity or hospital. Those flowers kept at the crematorium will be composted when they go past their best.

If you do not consent to the re-use of floral tributes in this manner then please tick this box and the crematorium will compost the floral tribute after a minimum of three days if they haven't been collected.

Worthing Crematorium is unable to accept any responsibility for floral tributes left the crematorium.

## Religious Symbols and Prayer Books

Within each chapel, prayer books are available for every available seat. If you would like the prayer books to be made available for your service please tick this box.

I certify that I have read and understood the above and have stated my preferred wishes.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Printed \_\_\_\_\_

Adur & Worthing Councils are the data controllers for the purposes of applicable data protection legislation in relation to cremations. Full details about how your personal data is used are available at [www.worthingcrem.co.uk/privacy-notice](http://www.worthingcrem.co.uk/privacy-notice)