

CONFIRMATION OF BOOKING

Original cremation papers must be received at the crematorium at least 72 hours prior to the day of the service to Worthing Crematorium, Horsham Road, Findon, West Sussex, BN14 0RG,
E-mail: crematorium@worthing.gov.uk Telephone: 01903 872678

Kingswood Chapel		Time:	AM	Day:	Date		
Muntham Chapel		<small>Format HH:MM</small>	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:							
E-Mail:							
Name of person making funeral arrangement:							
FOR CREMATORIUM OFFICE USE ONLY							
ADULT CREMATION					ASHES INSTRUCTIONS		
SCATTER / INTER					SPRING GLADE		
WITNESS					SUMMER GLADE		
USB / CD					AUTUMN GLADE		
USB / DVD					INTER	/	
WEBCAST					WITNESS	YES	NO
VISUAL TRIBUTE					AWAY	FAMILY	FD
CERT. EXTRACT					PAYMENT		
USE OF CHAPEL					RECEIPT:		
					ISSUED:		
TOTAL:		RAISED:					

Instructions for Funeral Directors

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

I **do** consent to the recycling of recoverable metals

I **do not** consent to the recycling of recoverable metals

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.

Cremation will be carried out on the day of the funeral or committal to the crematorium, unless there is an energy saving or carbon reduction benefit to completing the cremation on a subsequent day. No cremation will be delayed for more than 72 hours unless there are circumstances outside our control.

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 two 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. If you do not consent to the re-use of floral tributes the crematorium will compost the floral tributes after a minimum of two days if they haven't been collected.

Worthing Crematorium is unable to accept any responsibility for any floral tributes left at either the crematorium before, during or after a funeral.

I **do** consent to the respectful re-use of service floral tributes

I **do not** consent to the respectful re-use of service floral tributes

Continued on reverse

Unclaimed Cremated Remains

In rare circumstances cremated remains have been left unclaimed from the funeral director. Under these circumstances the funeral director must prove that they have tried and failed to make contact with the applicant for the cremation and lost contact with their client.

Cremated remains must only be disposed of in accordance with the instruction of the applicant for cremation [Cremation (England & Wales) Regulations 2008]. As such, the applicant must give permission for what will happen to the cremated remains, should this situation arise.

If the cremated remains are not collected by the applicant within one year from the office of the funeral director or the crematorium, I hereby understand and agree that they will be returned to the crematorium and scattered in the Garden of Remembrance with their location being recorded in the cremation register. A fee will be chargeable to the funeral director for this service.

Full name of the deceased _____

Full name of the applicant (printed) _____

I acknowledge and consent to the policy in relation to unclaimed cremated remains. I certify that I have also read and understood the above and have stated my preferred wishes.

Signed _____ **Dated** _____

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

WORTHING CREMATORIUM SERVICE REQUIREMENTS

Date:	Time:	Kingswood	Muntham
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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.	Use of organist required:	Yes
		No

Name: Tel:

Curtains: Both Open Close Voile Close Velvet Both Close

**To order your music, webcasts and visual tributes please use: www.obitus.com
Please give as much detail as possible to avoid ambiguity. Select each piece as applicable.**

ENTRY	V/T	Organist	Library	Own CD
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Title:

Artist / Tune:

SING	DUR.	COM.	V/T	Organist	Library	Own CD
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Title:

Artist / Tune:

SING	DUR.	COM.	V/T	Organist	Library	Own CD
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Title:

Artist / Tune:

SING	DUR.	COM.	V/T	Organist	Library	Own CD
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Title:

Artist / Tune:

SING	DUR.	COM.	V/T	Organist	Library	Own CD
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Title:

Artist / Tune:

EXIT	V/T	Organist	Library	Own CD
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Title:

Artist / Tune:

Cremated Remains Placement Information

The applicant must clearly state their preference for cremated remains disposal on Cremation I Form.

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.

Please note you may not place cremated remains in any part of the grounds without prior agreement of Worthing Crematorium.

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 Email: crematorium@worthing.gov.uk

Option 1: Cremated remains to be scattered/interred/otherwise dealt with by Worthing Crematorium

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.

Cremated remains scattered in one of our seasonal glades

The cremated remains 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 and are 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 (*not available at present*)

You may lease a private plot within our Memorial Gardens. These plots hold a minimum of two sets of cremated remains. You may choose a small headstone or similar memorial installed. If you would like further information please contact Worthing Crematorium.

Note: The details of cremated remains scattered or interred at Worthing Crematorium are recorded in our cremation record and kept indefinitely.

Option 2: Cremated remains to be collected from the Crematorium

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

Option 3: Cremated remains to be held awaiting decision

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

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

When you have made a decision about the placement of cremated remains, please complete an Ashes Instructions Form and provide this to your Funeral Director or Worthing Crematorium.