

<b>For Office Use</b>	Cremation No.
Location	Authority to Cremate
Date	

**General Data Protection Regulations (GDPR):** Walsall Council Bereavement Services collect, process and store a wide range of information, including some personal details, in order to deliver our services efficiently. We are responsible for managing the information we hold and we recognise that this information is important to you. We take our responsibilities seriously and use personal information fairly, correctly and safely in line with the legal requirements set out by the GDPR. A full copy of the GDPR information can be found at [www.walsall.gov.uk](http://www.walsall.gov.uk)

## Streetly Crematorium Order for Cremation



# Walsall Council

Full name of deceased ..... Age ..... Sex .....  
 Address ..... Postcode .....

Day and Date of Cremation ..... Time of Cremation ..... West Chapel  East Chapel   
 Religion ..... Officiant ..... Full Service  Committal

**Music for your service should be ordered directly with Vivedia at least 48 hours in advance.**

**The council will ensure that the funeral service will start at this time other than in circumstances over which it has no direct control.**

**Coffin Type:** Coffin  Casket  Wicker  Cardboard

**If coffin exceeds 28" width or 22" depth please advise dimensions:** ..... inches by ..... inches

**Maximum Weight including Coffin is 45 stone (285kg)** Estimated Weight including Coffin ..... kg

**For reasons of environmentally friendly practice or due to circumstances deemed necessary by the Cremation Authority, a body might not be cremated on the same day as the coffin is received. This is in accordance with the Code of Cremation Practice.**

**Any metal remaining following the cremation process will be recycled or removed and disposed of in accordance with current legislation, unless advised by the applicant beforehand in writing.**

Funeral Director ..... Telephone No. ....  
 Address ..... Postcode .....

**As the Funeral Director I confirm that I have complied with the instructions on the reverse side.**

Print Full Name ..... Signature ..... Date .....

**All completed forms must be delivered by 3.30pm two working days prior to cremation to:  
 Bereavement Services Office, Willenhall Lawn Cemetery, Bentley Lane, Willenhall WV12 4AE. Tel: 0300 555 2848**

Further to the selection made on the Application for Cremation form I hereby authorise Walsall Council to: *(circle box and complete)*

1	A	Scatter the cremated remains on the Garden of Remembrance at: Streetly Crematorium <input type="checkbox"/> Ryecroft Cemetery <input type="checkbox"/> Bloxwich Cemetery <input type="checkbox"/> Do you wish to be present at the scattering? Yes <input type="checkbox"/> No <input type="checkbox"/>
	B	Inter the cremated remains at ..... cemetery New Grave <input type="checkbox"/> Reopen Grave No. .... Last interred ..... Date ..... <b>A separate form will need to be completed before the interment can take place.</b>
	C	Place the cremated remains at: Streetly Crematorium <input type="checkbox"/> Ryecroft Cemetery <input type="checkbox"/> Bloxwich Cemetery <input type="checkbox"/> New Plaque <input type="checkbox"/> Reopen Plaque No. .... Last interred ..... Date ..... New Foley memorial <input type="checkbox"/> Re-open Foley memorial <input type="checkbox"/> (Streetly Crematorium only) Last interred ..... <b>A separate form will need to be completed before the interment can take place.</b>
2	D	Release the cremated remains to .....
3	E	Retain the cremated remains for one month pending a decision. At the end of this period and in the absence of any further written instruction the cremated remains will be scattered on the Garden of Remembrance at Streetly Crematorium.

Cremation certificate required? Yes  No

**Floral tributes are kept for six days and removed.  
 The day of the funeral is classed as the first day.**

Applicant full name ..... Mr  Mrs  Miss  Other .....

Address ..... Postcode .....

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

**By signing this form I agree to adhere to the Council rules and regulations in relation to Cemeteries and Crematorium.  
 A copy of the rules and regulations may be obtained upon request.**

**By signing this form you are agreeing that you take responsibility for informing all attendees (both guests and officiants) of any web-streaming arrangements and that they are satisfied in potentially being visible on a recording.**

<b>OFFICE USE ONLY</b>	Received this ..... day of ..... 20 ..... the Cremated Remains of the late .....
	Signed ..... Full Name (Block Capitals) .....
	Capacity in Company of .....

Cremation No.

Cremation Fee

Misc Fees

Receipt No.

# 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. 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 and families of stillborn babies and very young deceased babies considering cremation should be advised where there is a possibility that cremated remains/ashes will not be recovered and 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.**
- 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 not produce any cremated remains.
- 10. Cremated Remains/Ashes** The utmost care should be taken when dealing with cremated remains/ashes. If the Funeral Director supplies an urn or casket for cremated remains/ashes it should be of sufficient internal dimension to provide a minimum of 200 cubic inches (3,280 cubic cms.) and securely 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.