



Streetly Crematorium
Little Hardwick Road, Aldridge
Guide to self arranged funerals

Issued by

Bereavement Services
Walsall Metropolitan Council
Willenhall Lawn Cemetery,
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Short Heath,
Willenhall,
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Office opening hours

Monday-Friday 8.15am-4.45pm (4.00pm for personal callers)

The following information is to help people who wish to arrange a funeral without the use of a funeral director. If you have any other queries or require any further advice please do not hesitate to contact the office.

Self Arranged Cremations

Booking a cremation

You can contact us to book a cremation either by telephoning our office, or visiting us in person. We will then be able to book you a funeral service time in one of our chapels. Obviously this will be subject to availability; although as we have two chapels each offering funeral times at 45 minutes intervals we can normally accommodate your requirements. Sufficient time is needed between the death and the funeral to allow for the completion of the statutory forms detailed later in these notes. We require these forms to be lodged with us by, no later than 9.00am the working day prior to the cremation taking place.

Funeral services take place Monday to Friday between 9.00 and 4.00pm, with services commencing in the West Chapel at 9am, and in the East Chapel at 9.15am.

A total of 45 minutes is allowed for each service (although further time slots can be booked at an additional cost), but it should be noted that this includes the time it takes the congregation to enter and leave the chapel.

When booking the cremation the office staff will need to know the full name of the deceased, and the music required for the service.

Once the booking is made then a series of arrangements must be made as soon as possible, but in any case no later than 9.00am the working day prior to the cremation taking place. It is important to ensure that the required forms are prepared. These are obtained from the office staff at Willenhall, and are as follows :-

1. Notice of Cremation (Pink Coloured Form)

This form gives all the information we require in writing. It confirms all your requirements regarding the service, and we will be happy to assist you in completing it.

2. Cremation Form "1" (Application for Cremation)

This form should be completed by the nearest surviving relative or executor. If not, a reason why some other person has applied must be given. The details required, are personal details relating to the deceased and the form must be witnessed and countersigned by a householder known to the applicant. Once again the office staff at Willenhall can assist you in completing this form.

3. Forms 4, 5 and 10 Medical Forms

You must notify the Doctor of the deceased, who attended during the last illness and tell them you are arranging a cremation. Whether a GP or a hospital doctor, they will obtain these forms and complete them for you, for which you must pay them a fee. In some cases if the deceased died in hospital, and a post mortem was carried out, then forms 4 and 5 are not required. We will complete the Form 10 after you have passed the completed documents to us. Please note that these must be at the Willenhall office (not the crematorium) no later than 9.00am the working day before the cremation.

4. Registrar's Certificate for Burial or Cremation

This will be required at all times except when the Coroner's certificate for cremation is issued. You will need to visit the Registrar of Births and Deaths in the district where the deceased died. The Registrar will issue a Certificate of Cremation which you should pass to us as soon as possible, although no later than 9.00am the working day before the cremation is due to take place.

You should now give thought to where you are going to store the body prior to the cremation, how you are going to convey the body to the crematorium, and purchasing a coffin.

Coffin

With cremation a coffin is essential to allow us to place the body in the cremator; the base of the coffin must be rigid and any strengthening bars must run longitudinally.

There are a number of types of coffin to choose from.

Standard wooden Coffin.

We will be able to provide you with the names of local funeral directors who may be able to supply you with one of these.

Cardboard/Wicker Coffin

Details of suppliers of cardboard or wicker coffins can be found in the Natural Death handbook at our office, please be aware it may take several days for delivery.

Home Made Coffin

If you decide on this option the coffin must be constructed from natural wood. Please consult the office staff for more details on which materials to use.

In all cases the coffin should not exceed 39 inches in width, 7 feet in length or 26 inches in depth.

In all cases

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.

Cardboard coffins are accepted, but 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 Bereavement Services Office to ensure that the coffin selected is fit for the purpose of cremation although your coffin supplier can offer advice as to what may be acceptable and their information can be passed on to the Bereavement and Registration Services Manager or their nominated officer for confirmation.

No coffin will be accepted at Streetly Crematorium unless it bears adequate particulars of the identity of the deceased person contained therein

Transporting the coffin to the crematorium

The transport of the coffin to the crematorium may be done in a van, or a large estate car, or alternatively you can speak to a local funeral director about hiring a hearse and driver. If the deceased died in hospital you will need to speak to the mortuary staff to arrange for the collection, and they will inform you of any necessary procedures; this may be left until the day of the funeral, and then the body can be brought straight to the crematorium.

Facilities

The crematorium has two chapels, both with easy wheelchair access, and a loop system for hearing aid users. The West chapel is the larger chapel, seating approximately 90-100 people, with the East Chapel seating 50-60. Both chapels may be inspected by prior arrangement.

If you expect a very large congregation, then there is a foyer area and a relay system for those outside the chapel.

Both chapels have a wide selection of music available. Full information on the supply of music is available from the office team at Willenhall or the crematorium team. There is no extra charge for this facility. An organ is available in each chapel but you will need to make your own arrangements for an organist to play.

The service itself does not have to be a religious one, and may take whatever form you desire. If you wish to conduct your own non religious service we would be happy to supply you with a leaflet to assist you. If however, a member of the clergy is required, then you must make your own arrangements with them as soon as possible.

Crematorium Procedure

The Crematorium is operated in accordance with the Code of Cremation Practice issued by the Federation of British Cremation Authorities. A copy of which is available upon request. The crematorium is open for inspection at any reasonable time including the crematory and other non public areas.

Miscellaneous

Flowers- You can supply your own flowers and florists will advise. There are floral tribute areas outside each chapel, and tributes are retained for a period of 7 days following a cremation. You may have flowers delivered directly to the Crematorium.

Obituaries- You should contact your local paper for advice.

Fees- A list of current fees and charges is available upon request.

Further advice on arranging a funeral can be obtained from:

**The Natural Death Society
20 Herber Road
London
NW2 6AA**

Tel: 0181 2082853

Self arranged burials

Booking a burial

You can contact us to book a burial at any of the following Walsall Council Cemeteries :-

Bentley Cemetery
Bloxwich Cemetery
James Bridge Cemetery
North Walsall Cemetery
Ryecroft Cemetery
Streetly Cemetery
Willenhall Lawn Cemetery

This can be done by either by telephoning our office, or by visiting us in person. We will then be able to book you a burial time, subject to availability. Sufficient time is needed between the death and the funeral to allow for the completion of the required documentation, and for the grave to be excavated. We require these forms to be lodged with us by, no later than 9.00am two working days prior to the burial taking place.

Burials take place Monday to Friday between 9.30am and 3.00pm (apart from December and January when the last burial time is 2.15pm).

Chapels are available for a service prior to the interment taking place at Streetly Cemetery and Willenhall Lawn Cemetery. There are tape and CD facilities at both chapels, although there is no organ available at Willenhall Lawn. You must advise the staff at the time of booking if you wish to use one of our chapels.

When booking the burial the office staff will need to know the full name, age and religion of the deceased, which cemetery is required and whether the interment is to take place in a new or reopen grave. If an existing grave is to be buried in then either the grave number, or the name and date of the last interment is required.

1. Burial Order (Blue coloured Form)

This form should be completed by the nearest surviving relative or the executor. For a reopen grave this form must be signed by the owner of the exclusive right of burial to the grave. This form gives personal information about the deceased and tells us what depth of grave is required and in what section of the Cemetery it will be situated in. It also tells us the coffin size, which we will need in order to excavate the grave. We will be happy to assist you in completing this form.

2. Application to Register New Owner (white A3 folded form)

This form is only required for burials in a reopen grave for which the owner of the exclusive right of burial is either deceased, or wants to pass on the rights to the grave. Once again the office staff at the Cemetery can assist you in completing this form.

3. Registrar's Certificate for Burial or Cremation

This will be required at all times except when the Coroner's certificate for cremation is issued. You will need to visit the Registrar of Births and Deaths in the district where the deceased died. The Registrar will issue a Certificate of Cremation which you should pass to us as soon as possible, although no later than 9.00am the working day before the cremation is due to take place .

You should now give thought to where you are going to store the body prior to the burial, how you are going to convey the body to the cemetery, and purchasing a coffin.

Coffin

There are a number of types of coffin to choose from.

Standard wooden Coffin.

We will be able to provide you with the names of local funeral directors who would be able to supply you with one of these.

Cardboard/Wicker Coffin

Details of suppliers of cardboard or wicker coffins can be found in the Natural Death handbook at our office, please be aware it may take several days for delivery.

Home Made Coffin

If you decide on this option the coffin must be constructed from chipboard or wood. Please consult the office staff for more details on which materials to use.

Transporting the coffin to the Cemetery

The transport of the coffin to the cemetery may be done in a van, or a large estate car, or alternatively you can speak to a local funeral director about hiring a hearse and driver. If the deceased died in hospital you will need to speak to the mortuary staff to arrange for the collection, and they will inform you of any necessary procedures, this may be left until the day of the funeral, and then the body can be brought straight to the cemetery.

Burial Procedure

The Cemetery is operated in accordance with the Local Authorities Cemeteries Order 1977.

Miscellaneous

Obituaries- You should contact your local paper for advice.

Fees- A list of current fees and charges is available upon request.

Further advice on arranging a funeral can be obtained from:

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