

## Woodvale

Bereavement Services  
The Woodvale Lodge  
Lewes Road  
Brighton BN2 3QB  
Telephone: 01273 604020

Office use

# Notice of Cremation/Service

The notice of Cremation/Service is confirmation of a booking. It must be sent, with all other relevant forms, to the Woodvale Lodge at least two clear working days prior to the cremation, to comply with the Cremation Regulations Act 2008

### Booking details

Cremation/Service on: Day  Date  Month  Time   
Full name of Deceased:  Age  Religion:   
Name on floral tribute/chapel card (if different)   
Service type:  
 North  South  Direct Cremation  Early service 10am or before  Single  Double  Committal  Chapel only

### Service details

Yes\*  No  **Private Funeral**  
\* If yes, no information will be given to enquirers, they will be referred to the funeral director.  
A chapel card will not be displayed, and the service will not be listed.

Yes  No\*   
 Large Attendance - 80 plus  
 Outside Speakers  
 Standard coffin \*If No, state dimensions: Length  Width  Weight

**Services ordered on [www.obitus.com](http://www.obitus.com)** We no longer accept CDs, USB sticks or laptops, all tributes must be ordered through Obitus.

**Video Recording & Webcasting** All services are now recorded and may be webcast by request. Recordings are deleted automatically after approximately 4-6 weeks. Mourners should be advised that services will be recorded/webcast.

Yes  No  Music Yes  No  Webcast Yes  No  Visual Tribute Yes  No  Tributes/keepsakes ordered

Special instructions

Funeral Director Details

Address

Phone

Email

FD Reference

Name of Officiant

### Applicant Details

Title  Full name  Relationship to the deceased

**For Cremations:** Only if it is environmentally helpful to do so, coffins may be stored overnight with the process of cremation commencing no later than 72 hours after the service of committal. This is in accordance with the Institute of Cemetery and Crematorium Management's (ICCM) Guiding Principles for cremation. All metal residues will be recycled by a non-profit making company, and any proceeds will be donated to charity, unless the applicant indicates they wish to make alternative arrangements. **Please Note:** Cremated remains may be retained at Woodvale for collection or future arrangements without charge, for **3 months** immediately following the cremation. If instructions are not received at the end of this period, the cremated remains will be strewn in the garden of remembrance. Where cremated remains have been collected by the funeral director but not collected from the office of the funeral director after **12 months** of the funeral, I understand and agree that the ashes/cremated remains will be returned to the crematorium and strewn in the garden of remembrance where their location will be recorded. Any Change of instructions during this retention period must be in writing and signed by the applicant.

**I, the applicant for the cremation of the above-named deceased person, can confirm that my instructions for the ashes are in the accompanying Application form (cremation form 1) and confirm that I have read and understand the comments in this form.**

Applicant signature:

Date

### Office use only

Serial number	Service Cost	Extra Chapel	Web	Tribute	Miscellaneous	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Notice:** All coffins and fitments supplied by a Funeral Director or the applicant if a funeral director is not conducting the funeral, must comply with the Terms and Conditions for Funeral Directors (set out below) and they will be liable for any damage to the cremators or building, or injury to staff resulting from their failure to comply with these terms and conditions. [For clarity please note that in cases where a Funeral Director has not been instructed then the applicant has personal responsibility to ensure that the coffin and fitments comply with the Terms and Conditions].

#### **Terms and Conditions for Funeral Directors / Applicants**

I shall observe the regulations of the Cremation Authority. I am responsible for the provision of sufficient bearers to convey the coffin from the hearse to the catafalque.

#### **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 furniture or fittings whatever shall be used on a coffin for cremation. Coffin handles should be free from unnecessary metal components. 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 high ferrous content. Cross pieces must not be attached to the bottom of the coffin. Wicker, Bamboo, Cardboard, or unconventional coffins must have an external solid wood base attached prior to entering the Crematorium. 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. 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. We reserve the right not to accept any coffin that does not comply with the above which could therefore cause damage to our equipment or pose a risk to our staff. All coffins must be accredited we do not accept homemade coffins.

#### **Lining of the coffin**

The use of sawdust or cotton wool 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, books, or foam, normally used as a head support, is not permitted within a coffin.

#### **Size of the coffin**

The external dimensions of a coffin must not exceed length **86** inches; width **40** inches; depth **29** inches.

#### **Clothing and coffin content**

The Federation of British Cremation Authorities (FBCA) issued a directive on coffin design. This prohibits the use of materials, such as PVC, pitch, or zinc, which pollute the atmosphere. It is important to consider the explosion or pollutant impact of anything placed in a coffin, especially for cremation. Heart pacemakers, implants, batteries, pressurised containers, even coconuts (that have not been punctured), have all caused explosions. A doctor, a mortician or the Funeral Director can remove medical implants. Even clothes made of man-made fibres, shoes or any rubberised materials can cause smoke and pollution. As crematoria must operate within the Environmental Protection Act 1990, these can cause serious operational difficulties. Most metals, including jewellery, bolts or screws, artificial joints, and bone splints, pass through the cremation cycle without difficulty and are withdrawn at the finish. Jewellery melts and is unrecognisable, forming small pieces of aggregate. The recycling of metallic joints, splints, etc. is considered under the Charter item "ENVIRONMENTAL ISSUES". The use of balms, scents, flowers, and other natural materials should not pose any difficulty.

Certain materials, such as rubber, vinyl, or latex, can emit toxic chemicals when cremated. Modern crematoria are fitted with filters

to minimise the risk to the environment, but they cannot completely remove all harmful chemicals. For this reason, anything which may be toxic when cremated is barred from being placed in the coffin. As most shoes have rubber soles or are made in such a way that it is not possible to identify every material involved in the construction, we do not allow them into the coffin nor any easily removable prostheses or casts of plaster or other material.

**Hazardous items, for e.g., glass or plastic, must NOT be placed within the coffin.**

#### **Notice of Cremation**

The Funeral Director must observe the Cremation Authority's regulations regarding the length of notice to be given for a cremation and, the service time of the cremation 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 of 48 hours prior to the service time in order that they can be checked and, if necessary, inspected in accordance with current legislation.

#### **Cremated remains**

The utmost care should be taken when dealing with cremated remains. If the Funeral Director supplies an urn or casket for cremated remains, it should be of sufficient internal dimensions to provide a minimum of 3,500 cubic centimetres (213.5 cubic inches) 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.

**The Crematorium will not accept liability for any damage caused to any casket or urn brought into the Crematorium for Cremated Remains that are subsequently removed.**

#### **Air pollution control**

The Environmental Protection Act 1990 places a statutory responsibility on the Cremation Authority to control the type of materials used in coffins and their fittings and to prevent and render harmless emissions from the crematorium. There is also a requirement that Funeral Directors assist in the emission free process, by conforming with the instructions issued by the Federation of British Cremation Authorities and as detailed above.

#### **Pacemakers etc.**

Pacemakers, artificial pumps, fixation intramedullary nailing systems or similar devices, which may be liable to explode during the cremation process, must be removed prior to arrival at the crematorium. Similarly, no items should be left in the coffin, which may cause an explosion, or which may affect the cremation process or any emission from the cremation process. Damages to the equipment from the above could lead to recovery of any costs incurred.

#### **Declaration**

I hereby confirm that **by booking a cremation** with Woodvale crematorium I the Funeral Director or Applicant if **no** funeral director is conducting the funeral will comply with the above detailed instructions for Funeral Directors and that all coffins and fitments supplied for cremation will conform to the specified requirements