

Preliminary Notice for Cremation

This form is confirmation of your telephone arrangements and must be completed in full and forwarded to the Crematorium Office at least three working days before the proposed date of cremation.

1. Name of Deceased:

2. Cremation required:

Date

Time (hh:mm)

3. Cremation Option:

Direct to Crematory

Crematorium Chapel

Cemetery Chapel

4. Officiant:

Name

Denomination

5. Additional service time required:

(Must be arranged and confirmed at the time of booking)

Yes

No

6. Music (tick if applicable):

Ordered from Obitus

7. Coffin - Please advise of coffin size, papers will not be processed without this information.

Length

Width at shoulder

Height

Due to the size of the cremation equipment there are limits to the size of coffin which can be accepted for cremation.

The maximum external dimensions of a coffin must not exceed:

- length 2197mm
- width 1041mm
- height 749mm
- (L: 86.5" W: 41" H: 29.5")

8. Is there a reason to believe that the deceased or close family members may be contagious and a risk to Crematorium Staff?

Yes

No

If Yes, please give details:

9. Other relevant information:

10. Funeral Director:

Branch Name

Address

Telephone number

Email

Postcode

Disposal of Cremated Remains

An option must be chosen and fees will be charged to Funeral Director, depending on selection.

OPTION 1

Ashes to be scattered, interred or otherwise dealt with by the Crematorium.

Choose one of A-E

- A) Inter the cremated remains adjacent to a new or existing plaque in the crematorium grounds (fees apply).
- B) Scatter the cremated remains in the crematorium grounds at a recorded but unmarked location (no fee if within 12 months of cremation).
- C) Inter cremated remains with another or in a new plot in the Garden of Remembrance at a recorded but unmarked location (fees apply).
- D) Inter the cremated remains in the Tunbridge Wells Cemetery. Application for interment required or Purchase of the Exclusive Right of Burial Application.

If choosing option A-D, please indicate whether you wish to witness the interment or scattering

Witnessed (Applicant must arrange within 3 months of cremation, fees apply)

Unwitnessed (will take place within 2 weeks of cremation)

- E) Cremated remains dispatched to a UK address, arranged by the Funeral Director or Applicant. The Crematorium will aid with the packaging but can take no responsibility for the cremated remains once they have left the premises. An administration charge will apply.

OPTION 2

Ashes to be collected from the crematorium.

Ashes must be collected from the crematorium within 3 months of Service.

By Applicant/Family (provide name)

By a representative of the Funeral Director

OPTION 3

Ashes to be held awaiting your decision.

Ashes will be held awaiting your decision

Holding of Ashes

Depending on your chosen option the crematorium will hold ashes fee-free for 3 months awaiting your further instructions.

In the event of no instruction being received, a non-refundable fee for a further 3 months of storage will be charged in advance to your Funeral Director.

If an instruction is not made after 6 months, the ashes will be scattered in the grounds at a recorded but unmarked location.

Confirmation

I acknowledge and confirm that I have read and considered the above options and that my choice has been entered under Part 6 of the Cremation Form 1. If I have selected Option 2 and my chosen Funeral Director has collected and retained the cremated remains, I authorise them to return the cremated remains to the Kent & Sussex Crematorium for disposal after three months should I have not communicated further instructions to them.

I acknowledge and confirm

Environmental Policy

Tunbridge Wells Council remains focused on reducing its emission of 'greenhouse gases' to the environment through a more efficient use of energy. Some cremations therefore may not be carried out on the same day as the funeral service, but we will always endeavour for these to be carried out within 72 hours. However in exceptional circumstances, there may be a requirement for this period to be extended and the deceased person to be transported to another crematorium for storage and or cremation.

All metals remaining after the cremation can be sensitively recycled to avoid the use of non-renewable resources in compliance with existing legislation and the auspices of the ICCM Recycling Scheme.

I would like the metals to be recycled.

I would like the metals to be returned to me.

Privacy Statement

The Crematorium will use your personal data to process your service application, communicate with you about your service arrangements, and send you memorial information after the service, which gives details of the additional commemorative products we have available. Once your service has been completed, we will hold your data in perpetuity, as this forms part of our cremation register, which is a legal requirement. If you do purchase products, we will continue to hold and use your memorial data for as long as you have these products. We won't use your data for any other purpose, or pass on to anyone else unless they are directly involved in supplying your service or Commemorative products.

Signed

Dated