



Huntingdon Crematorium Preliminary Application Form

**ALL CREMATION PAPERWORK MUST ARRIVE AT THE CREMATORIUM
OFFICE NO LATER THAN 9:00AM, THREE CLEAR WORKING DAYS PRIOR TO
THE CREMATION**

Funeral Date		Time of Service			
Type of Service:-	Full	Goodbye	Direct		
Full name of deceased					
Title: (Please circle)	Mr	Mrs	Miss	Ms	Other (please state)
Name to appear on floral tribute card					

(All floral tributes displayed in wreath court will remain for five days after the day of cremation) After this period they will be disposed of)

Name of officiant	
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Large Attendance? If yes, please state approximate numbers	
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Denomination of deceased	
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Media Requirements	Media Website https://www.obitus.com/index.php?page=home Please ensure orders are received by Obitus at least 3 days prior to the service for music requests and visual tributes
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Service Options					
Chapel Light Band	Yes/No	Colour required	Name on chapel screen?	Yes/No	
Religious Symbol Projection	Yes/No	Symbol required	Witness charge	Yes/No	
Floral tribute cards to be placed out	Yes/No	Hide event from public schedule (Name is not shown on chapel list).	Yes/No	Private Record (No details to be given to public)	Yes/No

Other Options	
Any other requirements	E.g. seating arrangements, witness charge required

Office Use Only			
Cremation Number		Invoice Number	

APPLICANT GUIDANCE—CREMATED REMAINS

Please make your choice of instruction on the Application Form 1, but please note the following information:

Unwitnessed scattering: Ashes will be scattered 2 weeks after the service. If no location is stated, the location will be chosen by crematorium staff and recorded in the cremation register.

Witnessed scattering: Please contact the office to arrange a suitable date and time for you.

Applicant or nominated person collection: Please contact the crematorium to make an appointment to collect ashes and ensure that you provide photo identification for yourself when you collect.

Temporary Deposit: To allow time for you to make a decision on the final resting place we can hold the ashes, without charge, for a period of 1 month. We will contact you during this time to assist you in making arrangements if required on the final resting place. After 2 months, we will make a charge on a monthly basis. Huntingdon Town Council reserves the right to rest any remains in the Garden of Remembrance at its discretion after 6 months if such fees have not been paid.

Change of instructions: The crematorium cannot make any changes to Instructions for Cremated Remains without receiving a Cremated Remains - Change of Instruction form which is signed by the applicant for the cremation.

Environmental Policy: The cremation will normally be carried out on the same day as the funeral, but in order to reduce the impact on our environment, some cremations may take place within 72 hours after the service. If it is imperative that a cremation is carried out the same day as the funeral, then a written request to this effect must be made to the crematorium at least 48 hours prior to the service taking place. Any external plastic fittings and handles on the coffin will be removed and recycled prior to cremation.

Recycling of metals: Please tell us how you would like to dispose of metals recovered following cremation:

Metals used in the construction of the coffin and metal used in medical implants will be recycled for charitable purposes through the 'Institute of Cemetery and Crematorium Management Recycling of Metal Following Cremation Scheme'.

If you wish to dispose of the metals in any other way, please tick the box below and metals will be returned to you with the cremated remains.

Soft metals (such as gold and silver) melt into tiny globules and combine with the cremated remains. These cannot be returned separately. We recommend that precious metals in the form of jewelry are not cremated with the deceased.

Should you wish to dispose of the metals in any other way, then please indicate by ticking the box and metals will be returned to you with the cremated remains.

APPLICANT TO COMPLETE

I would like metal residues recovered following cremation and understand that they will be returned to me with the ashes:

Memorial Information

We have a varied range of memorial products. Please tick if you would like to receive this information:

(Please note that if this option is not chosen, no memorial literature will be issued to you).

Christmas Service of Remembrance and Memorial Christmas tree tags

Please tick the box below if you would like us to send you information regarding our Christmas Service of Remembrance and provide you with the option of completing a memorial message on our Christmas trees:

Data Protection Act

The data on this form is collected by Huntingdon Town Council Crematorium and Cemeteries as data controlled in accordance with the data protection principles contained within the Data Protection Act 2018. The purpose(s) for collecting the data are to provide you with the funeral service that you require and to obtain your instructions for the ashes.

We will only use your contact details to process your instructions and for administration purposes. It will not be shared with any other council department.

The data collected is required by the Ministry of Justice and we are legally obliged to keep the data for 15 years.

Applicant Declaration

I confirm that I agree with the conditions stated above:

Full Name	
Signature	
Date	

Funeral Director Declaration

Cremation Requirements For The Coffin and Contents

Identification: The Funeral Director must ensure that the coffin has a nameplate bearing the full name of the deceased which shall be checked by the Crematorium Official before entry into the Chapel. Any variation from the Application for Cremation details will require the submission of a written declaration before the cremation can proceed.

Measurements: For the external measurements of a coffin (including the handles, or any other adornments), please see the diagram below: Any coffins that exceed any of these individual measurements will not be accepted for cremation.

Coffin Accreditation: The coffin must be certified suitable for cremation in accordance with the Funeral Furnishing Manufacturers Association (FFMA) or the Coffin, Casket and Shroud Association (CCSA).
Contents of coffin: In order to minimise the release of pollutants to air; it is recommended that clothing should be of natural fibres, such as cotton, linen and wool whereas shoes or any material manufactured from PVC should not be included. Additional items, particularly of glass or plastic must not be placed in the coffin due to particulate emissions during combustion within the cremation process. No other cremated remains (human or pet) should be placed within the coffin. Any external plastic fittings and handles will be removed and recycled prior to cremation.

Guidance for funeral directors when completing the 'combined weight' section: It is recommended that funeral directors should take steps to obtain access to suitable weighing equipment as soon as possible. However, in the event that suitable weighing equipment is not available, an estimated weight should be provided. This can be obtained provided that: the deceased person is in your care prior to the cremation form being sent to the cremation authority; you are able to provide a useful estimate based on the information available to you; and you are able to get the information from the client (considering the likelihood of causing upset to your client). When providing an estimated weight, it is important that the fact that it is an estimation rather than an accurate reflection of the combined weight is made clear. It is recommended that the funeral director writes the words "estimated weight" next to the estimated figure.

Coffin Accreditation Number (can be found by checking the ffma website in the list of products section)	
Coffin Weight	
Length of Coffin	
Width at Shoulder	
Depth of Coffin	
Company Name	

I confirm that I agree with the conditions stated above:

Branch	
Name of Company Representative	
Signature	
Date	

Please email paperwork to Huntingdon.crematorium@huntingdowntown.gov.uk