



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 <input type="checkbox"/>	Goodbye <input type="checkbox"/>	Committal <input type="checkbox"/> Direct <input type="checkbox"/>
Full name of deceased:			
Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/> Miss <input type="checkbox"/>
	Other <input type="checkbox"/> (Please state)		
Name to appear on chapel screen & floral tribute card*			
*Please note floral tributes are displayed for 5 days after the day of the service unless they contain any plastic/green oasis, whereupon you are required to collect the tributes within 24 hours after the service has taken place. Failure to collect these types of tributes within time the period will result in our staff removing and disposing of them.			
Name of officiant			
Large Attendance?	Number expected		
Denomination of deceased			
Media Requirements	Media Website https://www.obitus.com Please ensure orders are received by Obitus at least 3 days prior to the service for music requests and visual tributes		

Service Options

(Please tick option required below)			
Private Record <small>(No details of service will appear on website diary and staff will not give out any information to any persons enquiring about the deceased and or service)</small> <input type="checkbox"/>	Hide event from public schedule <small>(Name will not be shown on outside chapel screen list – located outside waiting room entrance)</small> <input type="checkbox"/>	Name on Chapel Screen <small>(Deceased name can appear on the screen inside the Chapel)</small> <input type="checkbox"/>	Witness the charge of cremation <small>(Please contact the Crematorium office to make arrangements. A maximum of 8 persons can be in attendance)</small> <input type="checkbox"/>
Religious symbol projection <small>(Please state what symbol required below)</small> 		Light Band <small>(Chapel has mood lighting if required, please state colour below)</small> 	
Any other requirements: (e.g. seating arrangements, chapel flowers, singers....)			

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 not be carried out on the same day as the funeral service, but will in any event be carried out within 72 hours in line with the 'Guiding Principles' of the Institute of Cemetery & Crematorium Management (ICCM).

Guide to ashes choices

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

Unwitnessed scattering:	Ashes will be combined with our Return to Nature Soil and scattered by a member of the crematorium team within an area in Sapley Woods, 2 weeks after the service. Please note, once scattered, ashes are unrecoverable.
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, ensuring that you bring photo identification for yourself when you collect. Please note that only one person can be nominated to collect.
Temporary Deposit:	We are able to hold the ashes, without charge for 1 month after the cremation date, after which point, fees will apply in line with our fees and charges. Huntingdon Town Council reserves the right to rest any remains in Sapley Woods at its discretion after 6 months if such fees have not been paid.
Change of instructions:	Any changes to the instructions given on the Cremation form 1 cannot be made without a signed declaration from the Applicant for the cremation.

Events and Memorial Correspondence

If you would like to be contacted via letter or email regarding our annual events and memorial options, please tick box.	<input type="checkbox"/>
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Applicant Declaration

I confirm that I agree with the conditions stated above:

Full Name	
Signature	
Date	

Funeral Director Declaration

Cremation Requirements for 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.

Measurements: The maximum external measurements of a coffin (including the handles, or any other adornments) are (220 x 77 x 60) cm or (220 x 100 x 53) cm. Weight of coffin should not exceed 250kg.

Coffin Accreditation Number (this can be found by checking the FFMA website in the list of products section)	
Coffin Weight	
Coffin Measurements (length, width at shoulder, depth)	
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