Preliminary Notice for Cremation

This part of the form is confirmation of the telephone arrangements and must be completed in full and forwarded to the Registrar not less than three working days before the proposed date of cremation.

NOTE: Coroner’s Form 6, Doctor’s Medical Certificates forms 4 and 5 together with Disposal Certificate must be sent to the Crematorium Office, by 9am not less than three working days before the funeral service.

1 Name of Deceased: 

2 Cremation required: day _______ date _______ time _______

3 Cremation Option  

4 Name of Officiant:   Denomination: 

5 Additional service time required:  Yes  No (Must be arranged and confirmed at the time of booking)

6 Committal options:  

7 Music (tick all applicable)  

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

   E-mail address

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 will in any event be carried out within 72 hours in line with the ‘Guiding Principles’ of the Institute of Cemetery & Crematorium Management (ICCM).

Likewise, 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.

☐ Yes, I would like the metals to be recycled.
☐ No, I would like the metals returned to me.

Commemorative Products

We have an excellent range of affordable commemorative products and dedications available at the crematorium which are detailed in our Brochure Pack and can be sent to you.

☐ Yes, please send me a Brochure Pack
☐ No thank you

Signed Dated
OPTIONS FOR DISPOSAL OF CREMATED REMAINS

Below are the options available to Applicants for their consideration. Please select one and enter it on the Cremation Form 1, under part 6 of the same. Amendment of these instructions can only be made in writing by the Applicant.

OPTION 1
Ashes to be scattered, interred or otherwise dealt with by the crematorium.

1. Bury the cremated remains adjacent to a new plaque on the memorial path.* This option is only available when a plaque dedication is purchased prior to the interment.
2. Scatter the cremated remains in the crematorium grounds at a recorded but unmarked location.*
3. Cremated remains to join those of another set already interred.* Please call the Crematorium Office to confirm that this is possible, quote the name of the deceased already interred, their cremation number and location reference on Cremation Form 1.
4. Bury the cremated remains in Tunbridge Wells Borough Cemetery. Please complete “Application for Interment and/or purchase of the Exclusive Right of Burial” form.
5. Cremated remains to be despatched to an address in the UK. Specify destination address.

*Please confirm whether the applicant/family wish to witness the disposal or not. Where they are unsure they will have fourteen days from the day of the service to decide, after which the crematorium will proceed on the basis that they do not wish to witness the same.

OPTION 2
Ashes to be collected from the crematorium

Please specify who is to collect, i.e. the funeral director or a family member, and the urn to be used. The crematorium can provide the following urns, fees apply: scatter tube, cardboard casket, plastic urn and metal.

OPTION 3
Ashes to be held awaiting your decision

Retain the cremated remains pending your decision as to their final disposal. If no instructions are received within 28-days the remains will be scattered in the crematorium grounds.

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.

Signed                                      Dated