

# Preliminary Notice for Cremation

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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

# 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. a) 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.\* Fees may apply.
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. Fees apply.
4. Bury the cremated remains in Tunbridge Wells Borough Cemetery. Please complete application for interment of cremated remains and or purchase of Exclusive Right of Burial Form. Fees apply. Cremated remains to be despatched to an address in the UK. Specify destination address. This service needs to be arranged by the applicant/ funeral director. The Crematorium will aid with the packaging and addressing of the remains, but will take no responsibility for these once they have left the premises. An administration charge will apply.

**\*Please confirm whether the applicant/family wish to witness the disposal or not. Fees apply for witness attendance. 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. funeral director or a family member. ID will be required upon collection. A cardboard casket is supplied free of charge, however other containers are available upon request, prices can be seen in our fees and charges document or upon asking.

## 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.

## Confirmation

I acknowledge and confirm that I have read and considered the above options and that my choice has been entered under Part 4 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**