For office use only
Cremation number: _____

Antrim and Newtownabbey Crematorium

Application for Witnessed Scattering of Cremated Remains

Section 1: Your information ('the applicant')

This section is used to record your details. In completing this form, you are the applicant.

Title: _____

First Name: _____

Surname: _____

Address: _____

_____ Postcode: _____

Telephone number: _____

Email address:_____

Date: _____

Section 2: Deceased details

This section is used to record the details of the deceased.

Name of the Deceased: _____

Place of Cremation: _____

Cremation Number: _____

Please be advised that the scattering cannot proceed without providing the Certificate of Cremation.

Section 3: Terms and conditions

These conditions are in place not to restrict the choice of individuals, but to ensure the Council maintains control of the appearance and standards within the Scattering Lawn and to ensure every applicant is treated in a fair and equal manner.

1.Cremated remains are not permitted to be scattered in the Memorial Garden, nor in one solid mass on the ground, and will be scattered evenly on the scattering lawn before being covered with light soil and aggregated, to help preserve the scattering lawn and encourage the cremated remains to return to the earth.

2. A member of the Bereavement Services Team will transfer the cremated remains into a scattering urn. The cremated remains will then be respectfully scattered, this can be carried out by Bereavement Services staff, or a family member, if you would prefer.

3. The scattering of cremated remains on the scattering lawn is recorded for future reference. It is important to consider that once scattering has taken place, cremated remains cannot be removed, individually located, or marked within the scattering lawn. Only scattered on the scattering lawn is recorded.

4. We ask that you are respectful of the nature of the area and only leave cut flowers. (without wrappers or bindings). Staff periodically remove flowers deemed past their best without notice.

5. No personal items may be placed on or left on the scattering lawn. Unauthorised items will be removed and disposed of without notice.

6. We allow the laying of Christmas wreaths over the Christmas period, and we will then remove all of them approximately two weeks after Christmas day.

7. I understand that if the cremation did not take place at Antrim and Newtownabbey Crematorium a fee will be payable. Fees payable are as stated in the current scale of fees applicable to the Antrim and Newtownabbey Crematorium.

8. By signing this form, you are stating you were the applicant for cremation at the said crematorium or the person responsible for the cremated remains as authorised by the applicant.

9. The Council reserve the right to make any alterations or additions from time to time to these Terms and Conditions.

Section 4: Declaration

This section requires you to declare that you have read, understood, and agree to the terms and conditions.

Applicant's declaration

I declare that I have read, understood, and agree to abide by the terms and conditions and confirm this by signing below.

Applicant's signature:

Date (DD/MM/YYYY): _____

We are collecting information from you for the purposes of cremation administration. This is in accordance with section 6(1)(b) of the GDPR – Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract. Information collected may be shared with other departments within the Council. Information will not be transferred to countries outside the EEA. All information collected and processed may be subject to audit. The Council may also process the information for research purposes carried out in the public interest. All information will be held in accordance with the Council's retention and disposal schedule (see antrimandnewtownabbey.gov.uk/Council) and will be disposed of securely when no longer required. You have a number of rights with regard to data we hold on you – for further information see the Information Commissioner's website https://ico.org.uk/for-organisations/guide-to-the-generaldata-protection- regulation-gdpr/individual-rights/

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter: Data Protection Officer Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB T. 028 94 463113 E. DPO@antrimandnewtownabbey.gov.uk

If you are not satisfied with our response, or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO).