For office use only
Cremation number: _____

Antrim and Newtownabbey Crematorium

Applicant's Instruction to Crematorium

Part 1: Full name of deceased: _____

Part 2: Applicants details

Name: _____

Address: _____

_____ Postcode: _____

Telephone number: _____

Email: _____

Date: _____

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).

Part 3: Cremated Remains

This section is used to record what will happen to the cremated remains after the cremation. The term cremated remains means the material (other than any metal) to which human remains are reduced by cremation, including the coffin and any clothing. The cremated remains will be provided in a standard biodegrade urn.

A. Collection by the applicant or their representative. ☐

Collection is available from 2pm the next working day following the cremation service.

Name of the applicant or their representative: _____

Where applicable; address of representative: _____

Where applicable; email address of representative:_____

Where applicable; phone number of representative:_____

You must show photographic identification when collecting cremated remains.

B. Collection by Funeral Director who arranged the cremation. ☐

After the cremation, we will hold cremated remains for a maximum of 12 weeks from the date of cremation. If you do not collect the cremated remains in this time frame, we will scatter the remains on the scattering lawn. We will contact you two weeks before we intend to scatter the remains.

C. Unwitnessed scattering of the cremated remains. ☐

Unwitnessed scatterings of cremated remains will take place between 14 days and 21 days after cremation. The cremated remains will be scattered on the scattering lawn and this will be 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.

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

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

Part 4: Environmental Policy

A. Consent for disposal of metals remaining after cremation.

Please tell us how you want to dispose of metals recovered following cremation ferrous metals used in the construction of the coffin, metal used in medical implants and non-ferrous metals which may include an unrecognisable element of precious material will be recycled for charitable purposes through the Institute of 'Cemetery and Crematorium Management Recycling of Metal Following Cremation Scheme'. If you want 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 jewellery are not cremated with the deceased.

Only tick if you need all metal residues recovered following cremation returned to you. ☐

B. Holding over

In accordance with the Code of Cremation Practice, Antrim and Newtownabbey Crematoriums policy allows for the holding over of the coffin. We will carry out all cremations within 24 hours after the funeral service.

In circumstances where we are required to hold over without consent, we will inform the applicant via the Funeral Director.

Only tick if you do not consent to holding over. ☐

Applicant's signature:

Part 5: Coffin information

Coffin Accreditation Number: _____

Combined Weight of Coffin and Deceased: _____

Please read Guidance for funeral directors when completing the combined weight section.
Maximum combined weight is 254 kg.

Length of Coffin: _____

Width at Shoulder: _____

Depth of Coffin: _____

Additional Control Measures:_____

For office use only:

Requirements for the coffin and contents

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

Weight/Dimensions
The maximum permitted weight of the coffin, including all fittings is 254 kg. The maximum dimensions of the coffin, including all fittings, shall not exceed 83 inches in length, 36 inches in width or 21.5 inches in depth. Any coffins that exceed 254 kg or any of these dimensions 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.

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.

Please enter combined weight in kg: _____

On arrival at Antrim and Newtownabbey Crematorium, crematorium officers may decline the acceptance of the coffin, if it does not comply with these requirements.

Funeral Director (to be completed by the funeral director if services are used)

Name: _____

Address:_____

_____

Telephone: _____

I have read and agree to abide by the requirements for the coffin and contents

Date (DD/MM/YYYY): _____

☐