

Crematorium Office  
Hide Hollow, Langney,  
Eastbourne BN23 8AE

T: (01323) 761093

E: crematorium@lewes-eastbourne.gov.uk

## Borough of Eastbourne Crematorium

# Preliminary Notice for Cremation

<b>Chapel:</b> Main <input type="checkbox"/> Family <input type="checkbox"/>			
Day, Date & Time of Cremation	Day	Date	20 am / pm
Full Names of Deceased			
Preferred Name for Menu and Cards			
Full Permanent Address including Postcode			
Age & Date of Death		Age	Died
Faith of Deceased		Service Leader Name	
Is it proposed to hold (A) a FULL Service or (B) COMMITTAL only or (C) DIRECT			
<p><b>WESLEY MUSIC</b> - Contact <b>01536 314914</b> or <a href="http://www.wesleymedia.co.uk">www.wesleymedia.co.uk</a> for music library lists and requests.</p> <p><b>WESLEY MUSIC ORDERED</b> – YES NO If YES - Order No(s) _____</p> <p>Visual Tribute Ordered – YES NO</p> <p>If Visual Tribute is ordered, please provide Cremation Applicant's Email:</p> <p>_____</p>			
<p>Memorial Pack Requested – YES NO</p> <p>Next Day Ashes Collection – YES NO Out of England Certificate required – YES NO</p>			
Funeral Director's Name, Address and Telephone Number			
Date of Application: _____			
<p><b>SPECIAL INSTRUCTIONS AND ADDITIONAL INFORMATION</b></p> <p>Such as large attendance, oversized coffin, live musicians, pipers etc.</p>			

# Information for Funeral Directors and Applicants

## 1. RESPONSIBILITY

The Funeral Director shall observe the regulations of the Cremation Authority. The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the catafalque. When the coffin is in position on the catafalque at the Crematorium, the responsibility of the Funeral Director towards it ceases and that of the Cremation Authority begins.

## 2. CONSTRUCTION OF THE COFFIN

The coffin must be made of a suitable material which, when placed in a cremator and subjected to the cremation process, is easily combustible and which does not emit smoke, give off toxic gas or leave any retardent smears or drips after final combustion. **No metal furniture or fittings whatever** shall be used on a coffin for cremation. Coffin handles should be free from unnecessary metal components. No metal of any kind shall be used in the manufacture of such coffin except as necessary for its safe construction and then only metal of a high ferrous content. Cross pieces must not be attached to the bottom of the coffin, if it is desired to strengthen the bottom of the coffin, wooden strips may be placed lengthways for this purpose. External coatings to a coffin must allow for smokeless combustion and the use of nitrocellulose varnish, polyurethane, melamine and any products containing polyvinyl chloride (PVC) must not be used. Water based lacquer free from additives containing heavy metals may be used for coating a coffin or a suitable cloth may be used for covering a coffin. The exception to the foregoing is the use of polystyrene, which is restricted to the coffin nameplate only and this must not exceed 90 grams in weight.

## 3. LINING OF THE COFFIN

The use of sawdust or cotton-wool must be avoided. If the lining of a coffin is necessary, this should be manufactured from polythene not exceeding 75 microns in thickness. Lead or zinc linings must not be used. The use of shredded paper within a coffin is not permitted.

## 4. SIZE OF THE COFFIN

Where the external dimensions of a coffin are likely to exceed length 81 inches (206cm); width 28 inches (71cm); depth 22 inches (56cm); the proper officer of the crematorium must be given advance notice.

## 5. NOTICE OF CREMATION

The Funeral Director must observe the Cremation Authority's regulations regarding the length of notice to be given for a cremation and the time of the cremation, as agreed, must be strictly adhered to. All statutory and non-statutory forms and certificates, as required by the Cremation Authority, must reach the crematorium office by the specified time.

## 6. CREMATION OF INFANTS

In cases when bereaved parents desire the cremation of an infant, they should be warned that there are occasions when no tangible remains are left after the cremation process has been completed. This is due to the cartilaginous nature of the bone structure.

**If the warning is not given, the parents may have been denied the choice of earth burial and thereby subjected to understandable distress.**

## 7. CREMATED REMAINS

The utmost care should be taken when dealing with cremated remains. If the Funeral Director supplies an urn or casket for cremated remains it should be of sufficient internal dimensions to provide a minimum of 200 cubic inches (3280 cubic cm) and securely labelled. The container should be strong enough to resist breakage in transit. The lid must fit tightly and the fastening should be strong enough to prevent the lid being forced open by distortion of the container through maltreatment in transit.

## 8. ENVIRONMENTAL POLICY

The majority of cremations are carried out on the day of the funeral. However, Eastbourne Borough Council is committed to reducing the environmental impact of its operations. The most effective way to reduce our carbon footprint and help protect the environment is through the efficient use of our energy consumption. To achieve this, some cremations may not necessarily take place directly after the service, but our aim is to carry out the cremation within 72 hours of the funeral.

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## Statement of Understanding

**I have read and understood all the information contained in the paperwork about cremation procedure, metals, the options for the disposal of cremated remains, floral tributes and commemoration.**

Date: \_\_\_\_\_ Signature of Applicant \_\_\_\_\_