

## Notice of Cremation Funeral Service Instructions Form



'NeneValley Crematorium: A tranquil setting that respects and accommodates the wishes and needs of all our community'

When complete this form must be delivered, together with Cremation Forms 1, 4, and the disposal certificate (or in case of an inquest with Cremation Form 6), to the Crematorium no later than **2 clear working days prior** to the date of cremation.

Please write **legibly** using **BLOCK CAPITALS** and complete all relevant details in **full**

### Details of Deceased

Name of Deceased (In full)

Denomination  DOB

Name to appear on Chapel Lists/Floral Tribute Cards

### Details of Service

Day of Service  Date  Time:

Service:      Committal       Direct       Full       Memorial Service       No Service

Ceremony Leader

Please Note: The full service duration is strictly for **40 minutes** – if additional time is required it is advised to book a double time.

Curtain              Closed       Open       Voile Closed               Display Items (own)      No       Yes

Display Candle(s)      No       Yes               Lit               Donation Box (NVC):      No       Yes

Donation Box (FD's)      No       Yes               Order of Service (Service Sheets)      No       Yes

Easel              Large       Small               Religious Symbols      No       Yes

Outside Screen/Speakers      No       Yes               Recording of Service Required?      CD       DVD       N/A

Visual Tribute(s) (VT)       Webcast

Special Instructions

Music:	Hymn or Track Title	Artist and/or Composer	Organ only	VT
In				
Hymn/Track				
Reflection				
Committal				
Hymn/Track				
Out				

Are the following required?      Bearer:      No       Yes               Customs Letter:      No       Yes

Funeral Director:

Coffin Size:       (Length)       (Width)

Address

Telephone

Coffin Type:

## Nene Valley Crematorium - Policies

### Metals

All metals remaining following cremation will be disposed of in the most suitable manner to reduce the impact to our environment. This will include the sensitive recycling of orthopaedic implants and metal residues to avoid the usage of non-renewable resources and comply with existing legislation.

After cremation any metals present will be removed from the ashes and held at the crematorium. Periodically, all metals recovered will be collected and taken to a central point within the UK for recycling. All surplus monies derived from the recycling scheme will be distributed amongst selected bereavement charities.

Please Note: Precious metals are not recoverable following the cremation process.

Should you wish to collect any metals left after the cremation, please indicate this by ticking the box and arrange to collect the metals from the crematorium office.

### Environmental policy

Nene Valley Crematorium is committed to constantly 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. Our aim is to carry out the cremation within 72 hours of the funeral service.

### Data protection

Your personal information – what we need and why. Wellingborough Bereavement Services Limited (Nene Valley Crematorium) collects your personal information to deal with an application for a funeral and/or memorial service - and also to provide you with information about memorials. The personal information we collect includes your name, address, telephone number, and any other information supplied on this form. We have not collected personal data that we do not need. How do we keep your information safe? The Company takes data security seriously. The information you provide will be held securely as part of the application within our administration systems. Who do we share your data with? No other third parties have access to your information unless the law expressly allows them to. How long do we keep your data? For an application for cremation, we keep your personal information (name, address and contact details) for 15 years and regarding memorial applications for the term of the lease from the receipt date of an application, after which time it will be securely destroyed.

### Your Data Rights and Our Privacy Statement

For further information about how Nene Valley Crematorium uses your personal data, including your rights as a data subject, please see our Privacy Policy on the website. If you are unhappy with the use of your personal data or for further information please contact the company's Data Protection Officer – Louise Fish

### Other services

We know how important it is, for some, to commemorate loved ones through a memorial. We would therefore like to keep you up to date with news about the availability of memorials. Please tick here if you are happy for us to do so.

We would also like to keep you up to date with news and events from Nene Valley Crematorium by email – events like Remembrance Services and Open Days. If you would like to receive this information please tick here.

## Ashes - options for Final Resting Places/Memorials

Ashes required the next day? No  Yes  Same day ashes (available upon application)

**Final resting place with a memorial - in The Anniversary Garden** - Please contact the Crematorium office to discuss your requirements for commemorating your loved one.

Your Funeral Director will be pleased to give you a leaflet showing the current range of memorial choices available.

Please indicate preference by ticking a box below.

Book of Remembrance  Interring  Plaque  Rose  Tree

Applicant's Full Name Mr  Mrs  Miss  Ms  Other

Applicant's Signature

Date

Relationship to Deceased

I, as the Applicant for Cremation, have read and understood the information and options conveyed within this form, and confirm the documented content as my instructions.

Nene Valley Crematorium  
305 Doddington Road,  
Wellingborough, Northants  
NN8 2NX

Tel: 01933 229660  
Email: enquiries@nenevalleycrematorium.co.uk

