

PARTICULARS OF CREMATION				Cremation No.:	
Full Name of Deceased					
Residence of Deceased					
				Post Code	
Occupation					
Aged					
Gender		Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>			
Status		Single <input type="checkbox"/> Married/Domestic Partner <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Civil Partner <input type="checkbox"/>			
Date of Death					
Service Requirements					
NB: A full service allows up to 25 minutes in the chapel or a double time slot allows one hour					
Service		Full Service <input type="checkbox"/> Committal Only <input type="checkbox"/> Reception <input type="checkbox"/> Double <input type="checkbox"/>			
Name of Officiant					
Denomination		Cross: Stay <input type="checkbox"/> Remove <input type="checkbox"/>			
Expected Attendance		Less than 50 <input type="checkbox"/> Less than 100 <input type="checkbox"/> Less than 200 <input type="checkbox"/> Unknown <input type="checkbox"/>			
Reserved Rows		No <input type="checkbox"/> Yes <input type="checkbox"/>RightLeft			
Catafalque		Stay <input type="checkbox"/> Lower <input type="checkbox"/> NB: The committal is operated by the Officiant at the lectern			
Intended Booking Time				SCC use: Cremation Details (when retained)	
Day/Date		Time			
Music and Hymns					
NB: Salisbury Crematorium has a full time organist plus we operate a Wesley music system to provide recorded digital music. Wesley tracks must be ordered at least two working days in advance of the service					
Music/Hymns		No Music <input type="checkbox"/> Hymns required <input type="checkbox"/> Please complete a separate Music Requirements Form NB: If no music requirements are indicated the organist's own choice will be applied			
Organist		Required <input type="checkbox"/> Not Required <input type="checkbox"/>			
Disposal of Cremated Remains					
Scattered in the Garden of Remembrance		No <input type="checkbox"/> Yes <input type="checkbox"/> NB: Cremated remains will be retained for 14 days following the cremation before being scattered, unless otherwise informed			
To be Collected		No <input type="checkbox"/> Yes <input type="checkbox"/> By.....			
Temporary Deposit		No <input type="checkbox"/> Yes <input type="checkbox"/> NB: (maximum 3 months) 1 st month no charge, thereafter a fee is charged to the funeral director			
Funeral Director					
Name		Address			
<p>All forms to be delivered No later than 9:30am, 2 working days prior to the Cremation to:</p> <p style="text-align: center;">Salisbury Crematorium, Barrington Road, Salisbury, Wiltshire, SP1 3JB</p> <p style="text-align: right;">PTO.</p>					

Important Guidance Notes for Salisbury Crematorium

What's included in the Cremation Fee:

- The use of the Chapel, organ (including organist), Wesley Music System, waiting room and all attendances after the coffin is placed on the catafalque.
- Wood effect Box for the removal of the Cremated Remains.
- Disposal of Cremated Remains by scattering in the Garden of Remembrance.

Responsibilities:

The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin reverently from the hearse to the placing of it on the catafalque whereupon it shall become the responsibility of Salisbury City Council.

Construction of the Cremation Coffin:

The coffin must be made of wood or a wood by-product (including cardboard and approved wicker constructions) which, when placed into a cremator and subjected to the accepted cremation processes, is easily combustible and does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. No metal furniture or fittings whatsoever should be used on a coffin. No metal of any kind can be used in the manufacture of such a coffin except as necessary for its safe construction, and then only metal of a high ferrous content should be used. Crosspieces must **not** be attached to the base of the coffin, if it is desired to strengthen the coffin, a flat wooden base may be secured on the outside of the coffin, as this **must** remain completely flat for the safe charging into the cremator, thus enabling the Salisbury City Council to adhere to all Health and Safety procedures. The coffin must not be painted or varnished unless it is with a water-based product suitable for cremation. Any special requirements must be presented to the Crematorium & Cemeteries Manager prior to any arrangements being made with the Applicant for the intended cremation.

Lining of the Cremation Coffin:

The use of sawdust or cotton wool must be avoided at all times. All cremation coffins must be sealed with polypropylene plastic sheeting such as *Crem Film*, and stapled to the top of the coffin rim only to avoid leakages. No metal, rubber or polyvinyl chloride (PVC) will be permitted and under no account must pitch or any similar substance be used.

Clothing / Additions to the Cremation Coffin:

Only natural materials such as cotton, linen and wool should be used in the composition of any personal clothing used for cremation. **No** metal, glass, ceramic or flammable objects will be placed in the coffin.

Size of the Cremation Coffin:

The maximum size of a cremation coffin (including handles) accepted into the care of Salisbury Crematorium is not to exceed: **Length: 228 cm (90 inches); Width: 94cm (37 inches); Depth: 61 cm (24 inches).**

Time of Cremation:

The Cremation will take place within 48 hours of the service in accordance with the Guiding Principles in the Charter for the Bereaved and the Code of Cremation Practice. *Consent is given, by signing this form, to retain the body of the deceased (if required) following the committal. This is to minimise the impact to the environment.*

We can send information about remembrance services and memorial options available at the Crematorium. If you require this service please tick the box ☐

Signed by applicant.....

Name Date.....