

Instructions for Cremation

Form 1 with Forms 4 & 5 and Registrar's Disposal or Form 6 must be delivered to the Crematorium not later than **9am, two working days prior** to cremation excluding Saturdays, Sundays or Bank Holidays.

Date and Time of funeral:			
Name of deceased – Mr/Mrs/Miss/Ms/Other			
Name to be placed on floral tribute card if different to name above:			
Age	Type of coffin/casket*	Coffin/casket size*	Estimated weight of coffin*

*** Please ensure this information is completed.**

PLEASE NOTE: services must not occupy more than 30 minutes from the start of the time slot allocated, unless an additional time has been arranged.

<input type="checkbox"/> Full Service <input type="checkbox"/> Committal Only <input type="checkbox"/> No service at Crematorium <input type="checkbox"/> Private Service <input type="checkbox"/> Extension service <input type="checkbox"/> Service at Crematorium before church service.
Curtains to be: <input type="checkbox"/> Open <input type="checkbox"/> Closed

Special Instructions (i.e. horse drawn hearse, Out of England Certificate required, cremated remains to be collected next day, service sheets, etc.)
Expected number of people <input type="checkbox"/> under 100 <input type="checkbox"/> over 100

Name of officiating minister
Religion of deceased

Is the coffin to be brought to the Crematorium prior to the service time (before 8.30am)? Yes

**Guildford Crematorium, Bereavement Services, New Pond Road, Godalming, Surrey. GU7 3DB
Telephone 01483-444711 Fax 01483 303897 Email crematorium@guildford.gov.uk**

I am the applicant of the cremation for the late (**full name of deceased**)

.....
And I hereby convey my instructions for the cremated remains to the cremation authority as follows:
PLEASE NOTE – Your authority given will be strictly followed, should you wish to change any authority your original signed instruction is required.

Collect by:

Funeral Director

Applicant or Nominated person (Full name and address of applicant or nominated person)

.....
PHOTOGRAPHIC ID (DRIVING LICENCE OR PASSPORT) IS REQUIRED WHEN COLLECTING CREMATED REMAINS.

Placed in a Memorial Vault I wish to be present I do not wish to be present

Scattered in the Glades I wish to be present I do not wish to be present

Buried in the Garden of Remembrance I wish to be present I do not wish to be present

To be placed with another deceased I wish to be present I do not wish to be present

Name of previous deceased

Location

Retained on temporary deposit

Please be aware that ashes are to be regarded as all the material left in the cremator after a cremation and following the removal of any metal and any subsequent grinding or other process which is applied to the materials.

Recycling of Metals following Cremation

I wish to retain the metals Yes

DATA RETENTION:

Under the cremation regulations, we are required to keep your information in perpetuity. We will contact you (where relevant) to give further information or obtain clarification on interment/laying to rest options or updates such as building works. In accordance with our legal responsibilities under data protection legislation, we may share your personal information with other council services for the purposes of fraud prevention. Your data will not be passed on to any third party organisations unless we have a legal obligation to do so. Please confirm you consent to receive information on events for instance e.g. Christmas Memorial Service and Memorial Christmas Tree

Signature of applicant

Name (Block Capitals)Date