Worthing Crematorium

Cremation Number *Office Use Only*

CONFIRMATION OF BOOKING

Cremation papers must be received at the crematorium at least 72 hours prior to the day of the service via e-mail.
Worthing Crematorium, Horsham Road, Findon, West Sussex, BN14 0RG
Email: crematorium@worthing.gov.uk Telephone: 01903 872678

Kingswood Chapel ☐		Time:	AM ☐	Day:	Date:
Muntham Chapel ☐			PM ☐		
Direct Cremation ☐					

Mr ☐	Mrs ☐	Ms ☐	Miss ☐	Other

Name(s):

DOB:	DOD:	Age:

Name to appear on floral tribute card & chapel list: **(if different from above)**

Officiant's Name:

Attended Service Type:

☐ Attended Direct Cremation ☐ Early Service 9.30am or before ☐ Single ☐ Double ☐ Committal ☐ Chapel only

Service Details

Yes*	No	
☐	☐	**Private Funeral** * **If yes**, no information will be given to enquirers. A chapel card will not be displayed, and the service will not be listed.
Yes	No	
☐	☐	Large Attendance - 100 plus
☐	☐	Standard coffin *If No, state dimensions: Length Width Weight

Services ordered on www.obitus.com We do not accept CD's, USB sticks or laptops, all tributes must be ordered through Obitus.
Video Recording & Web-casting All services are now recorded and may be webcast by request. Recordings are deleted automatically after approximately 6 weeks. Mourners should be advised that services will be recorded/webcast.

Special instructions:

Funeral Company:						
Address:						
Tel:		Email:				
FOR CREMATORIUM OFFICE USE ONLY						
ADULT CREMATION			ASHES INSTRUCTIONS			
SCATTER / INTER			☐	SPRING GLADE		
WITNESS			☐	SUMMER GLADE		
USB / CD			☐	AUTUMN GLADE		
USB / DVD				INTER	/	
WEBCAST				WITNESS	YES	NO
VISUAL TRIBUTE				AWAY	FAMILY	FD
CERT. EXTRACT			PAYMENT			
USE OF CHAPEL			RECEIPT:			
			ISSUED:			
TOTAL:			RAISED:			

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PRINT

Notice:
All coffins and fitments supplied by a Funeral Director, or the applicant if a funeral director is not conducting the funeral, must comply with the Terms and Conditions for Funeral Directors (set out below) and they will be liable for any damage to the cremators or building, or injury to staff resulting from their failure to comply with these terms and conditions [For clarity please note that in cases where a Funeral Director has not been instructed, then the applicant has personal responsibility to ensure that the coffin and fitments comply with the Terms and Conditions].

Terms and Conditions for Funeral Directors / Applicants
I shall observe the regulations of the Cremation Authority. I am responsible for the provision of sufficient bearers to convey the coffin from the hearse to the catafalque.

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 retardant smears or drips after final combustion. Coffin handles should be free from unnecessary metal components. No metal of any kind shall be used in the manufacture of such a coffin, except as necessary for its safe construction and then only metal of high ferrous content. Cross pieces must not be attached to the bottom of the coffin. The lining of the coffin should be manufactured from polythene not exceeding 75 microns in thickness. Lead or zinc linings must not be used. All coffins, irrespective of style, material or supplier, must have a flat solid base that extends over the full width and length of the coffin (Coffins supplied displaying the FFMA stamp on the underneath will be accepted as these do contain an internal cremation board). We hold a small stock of boards in the event that a coffin is brought in without a solid base. If this is required we will add a charge to the relevant funeral director's account. We reserve the right not to accept any coffin that does not comply with the above which could therefore cause damage to our equipment or pose a risk to our staff.

Size of the Coffin
The maximum external dimensions of a coffin (including handles) must not exceed length 90.5 inches; width 39.3 inches; depth 29.5 inches; total maximum weight 35st (coffin and deceased combined).

Clothing and Coffin Content(s)
To minimise the release of pollutants into the air, it is required that clothing should be of natural fibres and that shoes or any material manufactured from PVC should not be included. Body adornments manufactured from copper should be removed as should any easily removable prostheses or cast of plaster or other material. Additional items, particularly glass or plastic, should not be placed in the coffin.

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 service time of the cremation 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 of 72 hours prior to the service time in order that they can be checked and, if necessary, inspected in accordance with current legislation.

Air Pollution Control
The Environmental Protection Act 1990 places a statutory responsibility on the Cremation Authority to control the type of materials used in coffins and their fittings and to prevent and render harmless emissions from the crematorium. There is also a requirement that Funeral Directors assist in the emission free process, by conforming with the instructions issued by the Federation of British Cremation Authorities and as detailed above.

Hazardous Implants
Pacemakers, artificial pumps, fixion intramedullary nailing systems or similar devices, which may be liable to explode during the cremation process, must be removed prior to arrival at the crematorium. Similarly, no items should be left in the coffin, which may cause an explosion, or which may affect the cremation process or any emission from the cremation process. Damages to the cremator, cremulator or any other piece of equipment caused by the above or items placed within the coffin could result in recovery of any costs incurred for repairs from the Funeral Director or Applicant if no Funeral Director is being used.

Environmental Issues
In the interest of the environment Worthing Crematorium abides by the Guiding Principles of Cremation issued by the ICCM. Worthing Crematorium wants to minimise the use of energy and the carbon emissions generated by the cremation process. Cremation will be carried out on the day of the funeral or committal to the crematorium, unless there is an energy saving or carbon reduction benefit to completing the cremation on a subsequent day. No cremation will be delayed for more than 72 hours unless there are circumstances outside our control.

Existing Cremated Remains
Existing Human Cremated Remains: The introduction of existing human cremated remains into the coffin ahead of cremation is strictly prohibited. Should you wish to combine existing cremated remains, please notify us in advance, as this is a separate service we can provide.
Pet Cremated Remains: The placement of pet remains directly into a human coffin prior to cremation is strictly prohibited. Furthermore, under Environment Agency regulations, we are legally unable to combine pet cremated remains with human cremated remains.

Unclaimed Cremated Remains
In rare circumstances cremated remains have been left unclaimed from the funeral director. Under these circumstances the funeral director must prove that they have tried and failed to make contact with the applicant for the cremation and lost contact with their client. Cremated remains must only be disposed of in accordance with the instruction of the applicant for cremation [Cremation (England & Wales) Regulations 2008]. As such, the applicant must give permission for what will happen to the cremated remains, should this situation arise. If the cremated remains are not collected by the applicant within one year from the office of the funeral director or the crematorium, I hereby understand and agree that they will be returned to the crematorium and scattered in a glade of the crematoriums choosing with their location being recorded in the cremation register. A fee will be chargeable to the funeral director for this service.

Declaration
I hereby confirm that by booking a cremation with Worthing Crematorium I the Funeral Director or Applicant (if no funeral director is conducting the funeral) will comply with the above detailed instructions for Funeral Directors and that all coffins and fitments supplied for cremation will conform to the specified requirements.

Adur & Worthing Councils are the data controllers for the purposes of applicable data protection legislation in relation to cremations. Full details about how your personal data is used are available at www.worthingcrem.co.uk/privacy-notice