

## NOTICE OF CREMATION

**This notice and all statutory paperwork must be received at the office no later than 10.30am, two working days prior to the funeral service.**

### Details of the deceased person

Full name \_\_\_\_\_ Age \_\_\_\_\_

Address at time of death \_\_\_\_\_

Postcode \_\_\_\_\_

### Funeral arrangements

Day \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_ Chapel  East  West

Type of service  No service  Committal  Full service  Double slot

Name of Minister \_\_\_\_\_

Denomination \_\_\_\_\_

**All music and any options selected below to be ordered via Obitus at [www.obitus.com](http://www.obitus.com) or 03333 447 440 at least 48 hours prior to the day of the funeral. CD's and media devices are not accepted**

### Service options - both chapels (additional fees payable)

Webcast or  Webcast and available to view for 28 days online

Audio recording of service, please indicate quantity  CD/s

Visual recording of service, please indicate quantity  DVD/s,  Blu-ray/s,  Memory stick/s.

### Service enhancements - East chapel only (additional fees payable)

Use of East chapel as an extra space for large congregations to view service on screens

Display a single photograph throughout the service

Basic visual tribute of up to 25 photographs

Professional visual tribute of up to 25 photographs

Family supplied video to be processed and played on screens

### Funeral Director

Company name \_\_\_\_\_

Arrangers name (whom must sign declaration on page two) \_\_\_\_\_

Business address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Name of deceased: \_\_\_\_\_

Crematorium No: \_\_\_\_\_

### Declaration by Funeral Director

To ensure safety and to limit the release of pollutants to the air coffins must be certified suitable for cremation in accordance with The Funeral Furnishing Manufacturers Association (FFMA) and The Coffin, Casket and Shroud Association (CCSA). Clothing must be made of natural fibres only and shoes containing PVC materials are not permitted. The coffin must not exceed 7' 3" in length, 2' 3" in width and 1' 8" in depth.

Items made from metals, glass, ceramics or electrical items are not allowed to be placed inside the coffin. The Registrar reserves the right to permit/refuse other items and the funeral arranger is requested to advise him/her in good time before the funeral service. Removable prostheses or casts of plaster or other materials must be removed. Floral tributes (other than a handful of fresh cut flowers) will not be cremated with the coffin.

Early morning service times allow for 20 minutes for the service. Services held after 10am allow for 30 minutes of service time. Should extra time be required an additional time may be taken (at the point of booking) allowing for up to 45 minutes of additional time. An extra fee is payable. Services that overrun due to avoidable delays or content of the service may incur an additional charge. In this case the funeral director will be notified by the crematorium staff.

Funeral directors and arrangers are required to familiarise themselves with the current regulations regarding cremations and the crematorium and ensure that families are aware of and comply with the above.

I have read and understood the above and sign on behalf of the funeral director/company.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Information for the Applicant for Cremation

**Recycling of metals following cremation.** We take part in the national scheme supported by the Institute of Cemetery and Crematorium Management (ICCM) whereby all metals remaining following a cremation are sent for recycling. This reduces the impact on the environment and we receive a share of any profits which are passed onto bereavement related charities. If you prefer you can dispose of any metals yourself. Please tick here  and if any metals are recovered they will be returned to you with the cremated remains. Please inform the funeral arranger of your decision.

**Floral tributes are cleared from the floral terrace five working days after the cremation service.**

**To reduce the impact on the environment and in accordance with the charter for the bereaved the cremation will be carried out within 72 hours of the funeral service.**

**DATA PROTECTION ACT.** We will not share your information but would like to send you information about the memorial options available at Putney Vale. This information will be sent to you within two weeks of the cremation service. Should you NOT wish to receive memorial information please tick here

Signed (Applicant for cremation) \_\_\_\_\_ Date \_\_\_\_\_

### Correspondence

Correspondence should be directed to  
Putney Vale Cemetery and Crematorium  
Stag Lane, Putney  
London, SW15 3DZ

Tel: 020 3959 0090  
Email: bereavement@enablelc.org

Cheques payable to **Enable Leisure & Culture**