Belfast City Council (BCC) is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers relating to the disposal of cremated remains. Belfast City Council is also seeking your permission for the display of the deceased name on floral cards and electronic display screens. By completing and signing this form you are providing your personal data and on a consensual basis and permitting the display of the deceased name as above. Article 6 -1 (e) of GDPR additionally provides a lawfulness for Belfast City Council to process this personal data as it is necessary for the performance of a public task vested in Belfast City Council.

Your personal data is shared internally with staff who are involved in providing this service and when necessary, between internal departments with the purpose of supporting an effective delivery of service. Your personal data will not be shared or disclosed to any other organisation without your consent or unless the law permits or places an obligation on the Belfast City Council to do so.

Your personal data is held and stored by Belfast City Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Belfast City Council's records retention and disposal schedule.

If you have any queries regarding the processing of your personal data or you wish access to it, please contact the Belfast City Council’s Bereavement Services Office, Cecil Ward Building Belfast BT2 8BP Tel: 028 9027 0296 or email cemeteries@belfastcity.gov.uk
Part 3: Disposal of cremated remains

This section is used to record what will happen to the cremated remains after the cremation. The term cremated remains means the material (other than any metal) to which human remains are reduced by cremation, including the coffin and any clothing.

A. Collection by the applicant or their representative

Name of applicant or representative:

We will give you the cremated remains in a standard biodegradable urn. You can collect these from 12 noon the next working day following the cremation service. You must show photographic identification when collecting cremated remains.

B. Collection by Funeral Director, who arranged the cremation.

Name of Funeral Director:

C. Scatter the cremated remains in the Garden of Remembrance at the Crematorium without any relatives.

Cremated remains are normally scattered on the lawns in the Garden of Remembrance no sooner than five days after the cremation service. We keep a record of the lawn where the remains are scattered, but it is not possible to give their exact location.

After the cremation, we will hold cremated remains in the City of Belfast Crematorium for a maximum of 16 weeks from the date of cremation. If you do not collect the cremated remains in this time frame, we will scatter the remains in the Garden of Remembrance. We will contact you two weeks before we intend to scatter the remains.

Once you have completed this form, please deliver it together with forms A, B (including pacemaker/fixion form), C and F, Coffin Size and Weight form and GRO21 form (or where the death has been reported to the Coroner, a Coroner's Order for Cremation) to the Medical Referee at Bereavement Services Office. All forms must be submitted no later than one working day before the cremation date and before the following times:- Monday to Thursday 12noon, Friday and Saturday 11am.

Part 4: Floral tributes

This area is located at the crematorium for the display of floral tributes following the cremation service. Unfortunately the crematorium cannot accept any responsibility for any floral tributes left in the hallway. It is recommended that floral tributes are removed from the hallway immediately after the cremation service. Floral tributes from Monday, Tuesday and Wednesday services are removed for disposal on the following Saturday morning. Floral tributes from Thursday, Friday and Saturday services are removed for disposal on the following Wednesday morning.
Part 5: Consent for disposal of metals remaining after cremation:

Please tell us how you want to dispose of metals recovered following cremation

Ferrous metals used in the construction of the coffin, metal used in medical implants and non-ferrous metals which may include an unrecognisable element of precious material will be recycled for charitable purposes through the Institute of ‘Cemetery and Crematorium Management Recycling of Metal Following Cremation Scheme’.

If you want to dispose of the metals in any other way, please tick the box below and metals will be returned to you with the cremated remains.

Soft metals (such as gold and silver) melt into tiny globules and combine with the cremated remains. These cannot be returned separately. We recommend that precious metals in the form of jewellery are not cremated with the deceased.

Only tick if you need all metal residues recovered following cremation to be returned to you.

Part 6: Delayed cremations

We will carry out all cremations as soon as possible after the funeral service in accordance with the Code of Cremation Practice.

We will only delay cremations (sometimes referred to as holding over) in the event of mechanical failure, operational or environmental reasons.

Only tick if do not consent to delayed cremation.

Applicant’s signature: