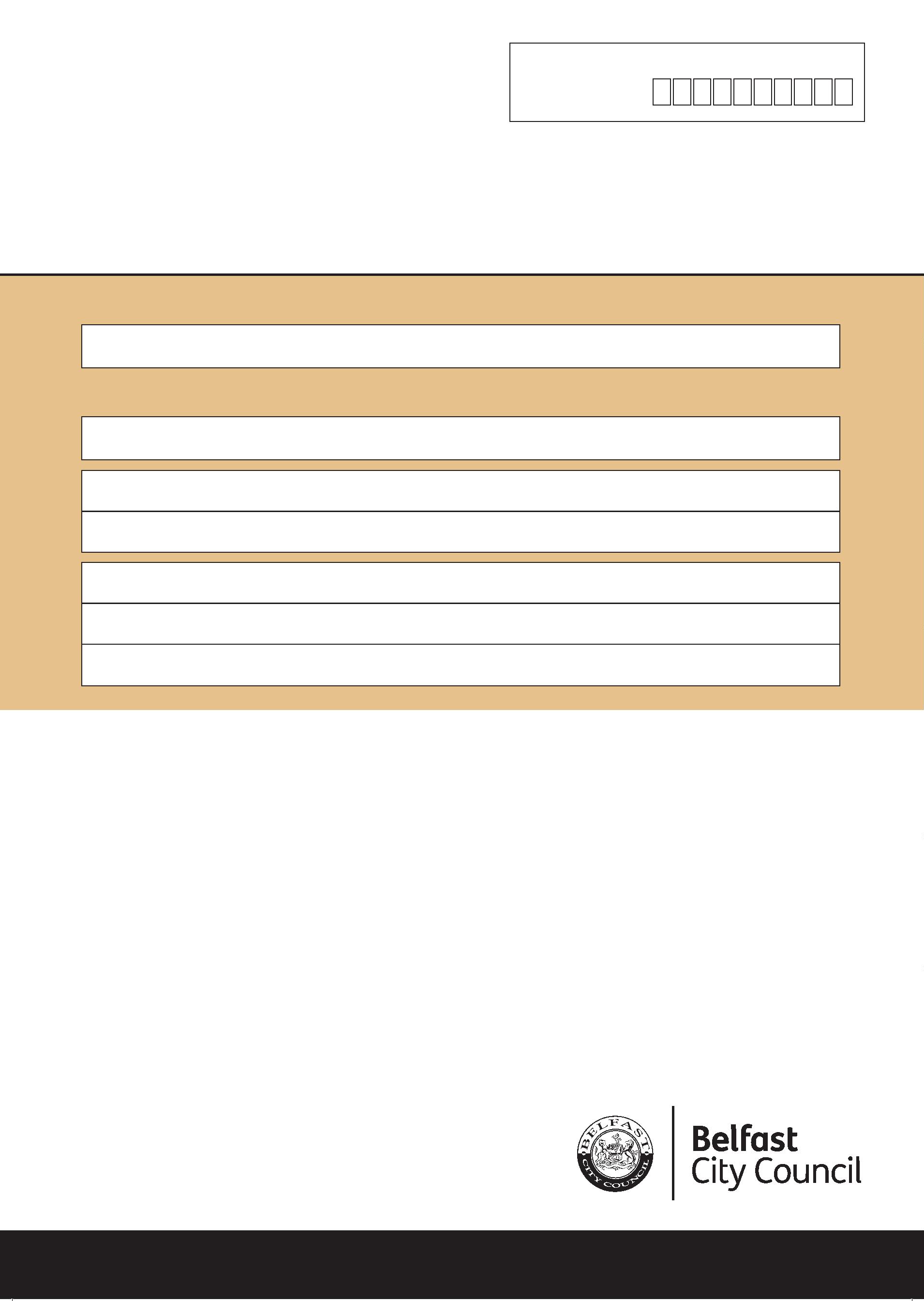
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Cremation number:

City of Belfast Crematorium

Applicant’s instructions to Crematorium

Part 1: Full name of deceased

Part 2: Applicant details

Name:

Address:

Postcode:

Telephone No:

Email:

Date:

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

Your personal data is shared internally with staﬀ who are involved in providing this service and whennecessary, 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 unlessthe law permits or places an obligation on the Belfast City Council to do so.

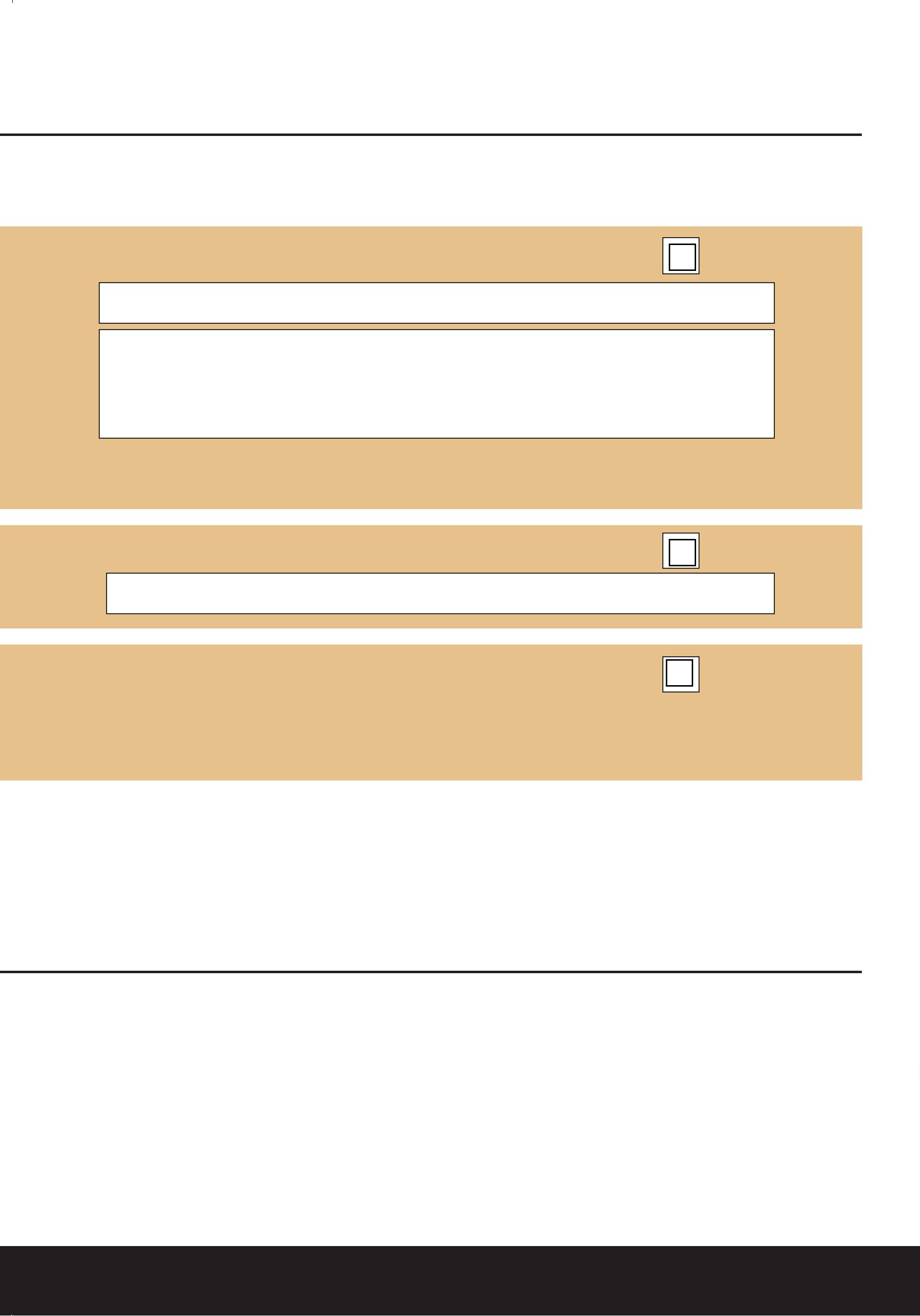
Your personal data is held and stored by Belfast City Council in a safe and secure manner and in compliancewith Data Protection legislation and in line with the Belfast City Council’s records retention and disposalschedule.

If you have any queries regarding the processing of your personal data or you wish access to it, pleasecontact the Belfast City Council’s Bereavement Services Oﬃce, Cecil Ward Building Belfast BT2 8BP Tel: 0289027 0296 or email cemeteries@belfastcity.gov.uk

Once you have completed this form, please upload it togetherwith forms A, B (including pacemaker/ﬁxion form), C, andGRO21 form (or where the death has been reported to theCoroner, a Coroner’s Order for Cremation) to Plotbox for the MedicalReferee to review at the Bereavement Services Oﬃce. All forms must besubmitted no later than **TWO** working days before the cremationdate and before the following times: - Monday to Thursday12noon, Friday and Saturday 11am.

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Part 3: 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: **Collection from 2pm the next working day.**

Where applicable; address of representative:

We will give you the cremated remains in a standard biodegradable urn. You can collect these from **2pm** thenext working day following the cremation service. You must show photographic identiﬁcation when collectingcremated remains.

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

Name of Funeral Director: **Collection from 2pm the next working day.**

C. Scatter the cremated remains in the Garden of Remembrance

at the Crematorium without any relatives present.

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

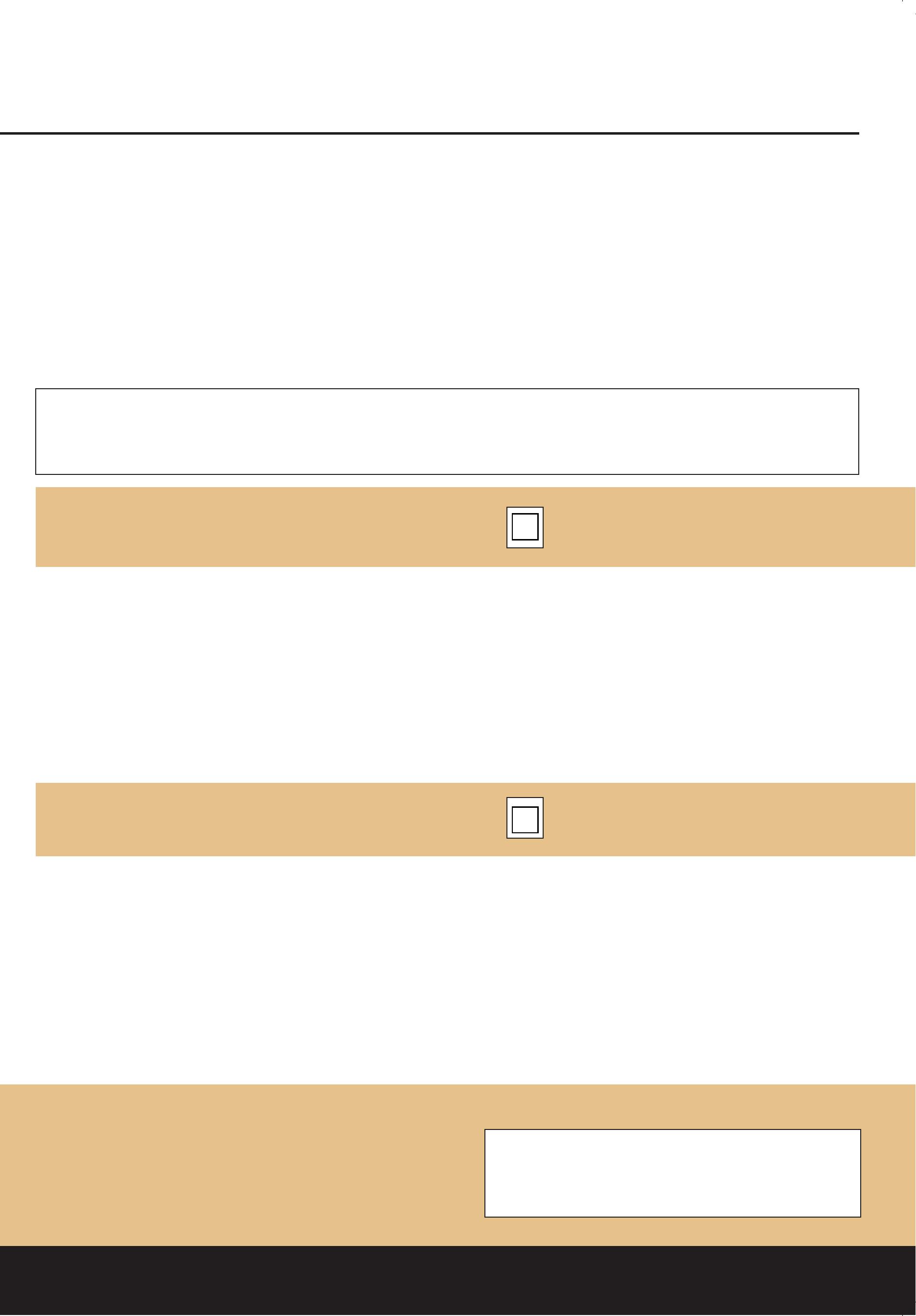
After the cremation, we will hold cremated remains in the City of Belfast Crematorium for amaximum of 16 weeks from the date of cremation. If you do not collect the cremated remains inthis time frame, we will scatter the remains in the Garden of Remembrance. We will contact youtwo weeks before we intend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

Part 4: Floral tributes

Unfortunately, the Crematorium cannot take any responsibility for floral tributes. All ﬂoral tributes to be removed from the Crematorium building after each service.

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Part 5: Environmental Policy



A: 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 recycledfor charitable purposes through the Institute of ‘Cemetery and Crematorium Management Recyclingof Metal Following Cremation Scheme’.

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

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

Only tick if you need all metal residues recovered

following cremation to be returned to you.

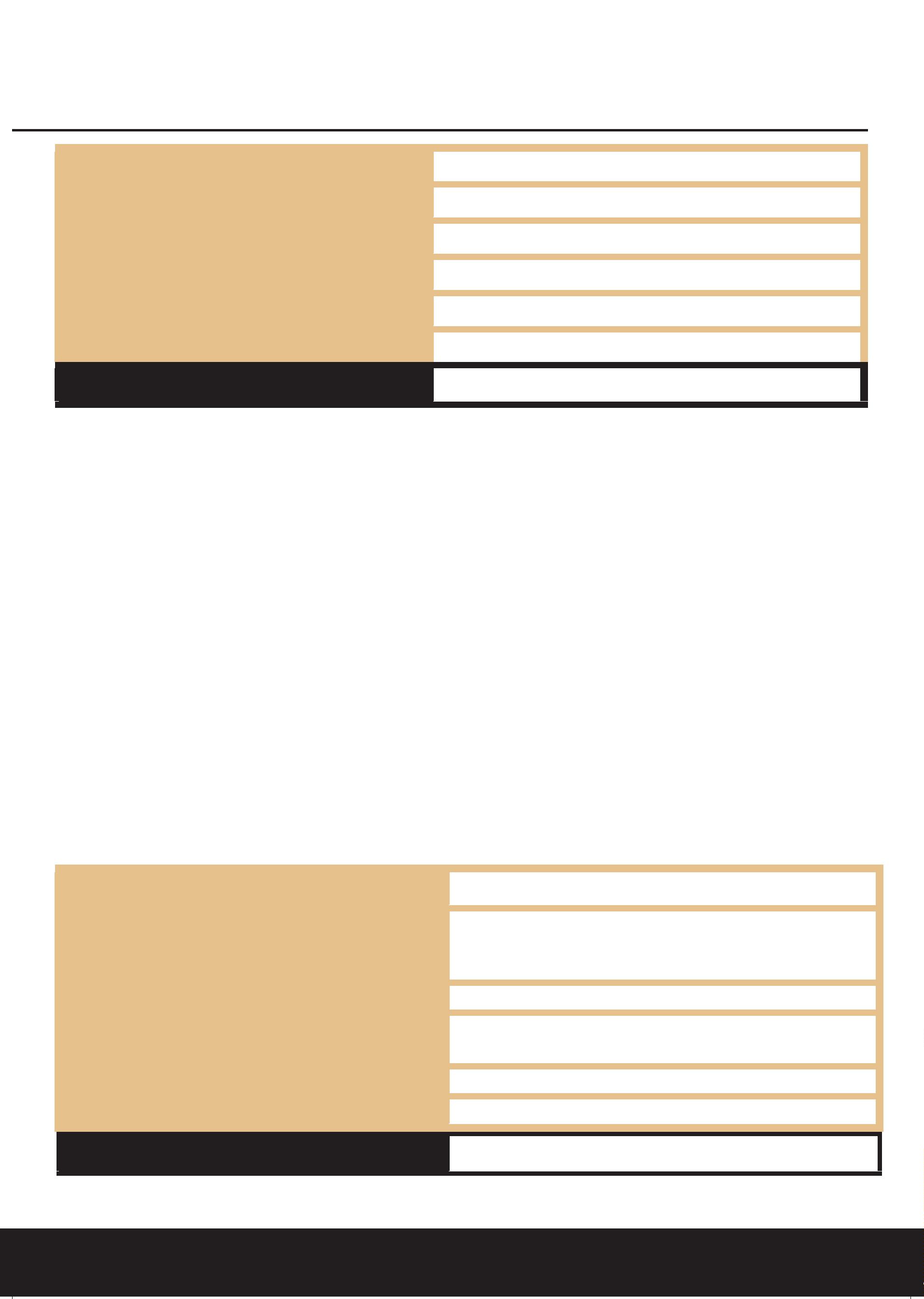
B: Holding over

In accordance with the Code of Cremation Practice, City of Belfast Crematoriums policy allowsfor the holding over of the coﬃn. We will carry out all cremations as soon as possible after thefuneral service and will only hold over in the event of health and safety, environmental andoperational reasons or mechanical failure. In circumstances were we are required to hold overwithout consent, we will inform the applicant via the Funeral Director.

Only tick if you do not consent to holding over

Applicant’s signature:

www.belfastcity.gov.uk



Part 6: Coﬃn Information

Coﬃn Accreditation Number

Combined Weight of Coﬃn and Deceased

Length of Coﬃn

Width at Shoulder

Depth of Coﬃn

Additional Control Measures

For oﬃce use only

**CREMATION: REQUIREMENTS FOR THE COFFIN AND CONTENTS**

**Identiﬁcation**

The Funeral Director must ensure that coﬃn has a nameplate bearing the full name of the deceased, which shall be checked by the Crematorium Oﬃcial before entry into the Chapel. Any variation from the Application for Cremation details will require a written declaration before the cremation can proceed.

**Measurements**

The external measurements of a coﬃn (including the handles or any other adornments) shall not exceed 83 inches in length, 32 inches in width or29.5 inches in depth. Any coﬃns that exceed any of these individual measurements will not be accepted for cremation.

**Coﬃn Accreditation**

The coﬃn must be certiﬁed suitable for cremation in accordance with The Funeral Furnishing Manufacturers Association (FFMA) or The Coﬃn, Casket and Shroud Association (CCSA).

**Contents of coﬃn**

In order to minimise the release of pollutants to air, it is recommended that clothing should be of natural ﬁbres such as cotton, linen and wool, whereas shoes or any material manufactured from PVC should not be included. Additional items, particularly of glass or plastic must not be placed in the coﬃn due to particulate emissions during combustion within the cremation process. No other cremated remains (human or pet) should be placed within the coﬃn. The submission of

**Guidance for funeral directors when completing the ‘combined weight’ section.**

It is recommended that funeral directors should to obtain access to suitable weighing equipment as soon as possible. However, in the event that suitable weighing equipment is not available, an estimated weight should be provided. This can be obtained provided that, the deceased person is in your care prior to the cremation form being sent to the cremation authority; you are able to provide a useful estimate based on the information available to you; and you are able to get the information from the client (considering the likelihood of causing upset to your client). When providing an estimated weight, it is important that the fact that it is an estimation rather than an accurate reflection of the combined weight is made clear. It is recommended that the funeral director writes the words “estimated weight” next to the estimated figure.

Funeral Director (to be completed by funeral director if services are used)

Name

Address

Telephone

I have read and agree to abide by the

requirements for the coﬃn and contents Date (DD/MM/YYYY): Additional Control Measures

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On arrival at The City of Belfast Crematorium, crematorium staﬀ may decline the acceptanceof the coﬃn, if it does not comply with these requirements.

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