Order for Cremation (please ensure **all four pages** are delivered)

Sandwell Metropolitan Borough Council

Cremation number:

Deceased details

Title of deceased:					
Full name of deceased:					
Address:					
				Postcode	
Gender:		DOB:		Age:	

Service details

Location of service:	Sandwell Valley	☐	Rowley Regis	☐
Day of service:				
Date of service:				
Time of service:				
Religion:				
Family to witness charge:	Yes ☐ No ☐	Curtains:	Open ☐ Closed ☐	
Service type:	Double time ☐ Full service ☐ Committal only ☐ Direct ☐ **Full-service slots are 5 minutes to arrive, 30 minutes in chapel with and 5 minutes to leave**			

Coffin details

Coffin type:	Coffin ☐ Casket ☐ Wicker ☐ Cardboard ☐ Other: _____
Coffin size: **See declaration pg. 4 for max size**	Width: _____ Length: _____ Depth: _____
Weight (max. 40 stone)	_____stone _____lbs **If over 25 stone please let the crematorium know before booking**

Applicant details

Title:			
Full name:			
Address:			
		Postcode:	
Email address			
Signed		Date:	

Memorials: Following the service we would like to contact the applicant to tell them of our bereavement and memorial services.
If families would like to receive this information, please tick the box ☐

Information: The cremation will be carried out within 24 hours of the service in compliance with the ICCM Guiding Principles for the Charter for the Bereaved. Any metal recovered following the cremation will be recycled, unless otherwise stated by the applicant. Any unclaimed flowers, where possible, will also be recycled.

Flowers: Flowers will remain on display for seven days. The day of the funeral is the first day.

General Data Protection Regulations (GDPR): The personal data provided to Sandwell MBC Bereavement Services in this form is collected and managed in accordance with data protection legislation and is collected solely for the purposes of processing the request for cremation services in respect of the deceased person named. The personal data will not be shared with any other parties or organisations and will be stored for perpetuity following a cremation.
A full copy of the privacy notice can be found at www.sandwell.gov.uk/privacynotice

Instruction for ashes - please choose **one** of the following options

Name of deceased:	
Date of funeral:	

Option one – Scattering	Tick ☐
Location:	Sandwell Valley ☐ Rowley Regis ☐
Monthly garden:	
As per the late:	
Date of funeral:	
Do the family wish to attend the scattering:	Yes ☐ call 0121 569 6701 to book an appointment No ☐this will be carried out **four weeks after** the service

Option two – Ashes to be collected from crematorium	Tick ☐
Collected by: (Funeral Director, *applicant or *authorised person)	
Name of authorised person (if chosen above):	
Wooden casket required (fee applicable):	Yes ☐ No ☐
*Please bring photo ID to the crematorium	

Option three – Ashes to be held awaiting your decision **(please select one option below)**	Tick ☐
Hold for one month* awaiting further instructions: ☐ *If we have not received instructions after one month, we will write to the applicant for further information	
Hold for a burial: ☐	
Hold for a memorial: ☐	
Please contact us on 0121 569 6700 to discuss options	

A letter will be sent to the applicant within one week of the service to confirm the above instructions.

Music and media options for families
(Funeral Directors to arrange)

All music and media is provided by our partner Obitus.

If you would like to arrange music, a visual tribute, a recording and/or a webcast you can do this by visiting www.obitus.com, calling them on 03333 447 440 or by speaking to your Funeral Director.

Music and visual tribute requests

Ordering music and visual tributes	It is the responsibility of the funeral director to ensure that all music and visual tributes are correct, available, uploaded and finalised to the Obitus schedule **two working days prior** to the service (working days are Monday to Friday). To arrange music, videos or photographs to be played during your service you will need to visit **www.obitus.com**
Changes to music and tributes	It is the responsibility of the funeral director to make any changes to the music and visual; tributes are within the **cut off time** stated on this form. **Please be aware that we cannot change music on the day of the service**
Hymns	Please make sure that you check the version of the hymn you are ordering to ensure that the correct verses and tune have been selected along with the choral or organ version.
Organ	Please note we **do not** have an organist. However, we have an organ at both Sandwell Valley and Rowley Regis Crematorium. If you would like an organist to play at your service this should be arranged through your funeral director.
Cut off times for all music and visual tributes	Please be aware that it is the responsibility of the funeral director to ensure a webcast has been ordered to the Obitus schedule **at least two working days** prior to the service taking place (working days are Monday to Friday)

Webcasts

Ordering a webcast	It is the responsibility of the funeral director to arrange a webcast. To arrange a webcast you will need to visit **www.obitus.com** or call them on 03333 447 440.
Viewing a webcast	A live webcast of the funeral service can be broadcast over the internet via a secure link at the time of the service. This link will be provided directly by Obitus. Webcasts will remain live for 28 days after the service for family members to view. A recording can be made of the webcast - see below **service recordings**

Service recordings

Ordering a recording	A recording of the service can be ordered from Obitus. This will be delivered to the crematorium for collection by your chosen funeral director.
Type of recordings	A recording of the service and/or visual tribute can be purchased on a DVD, Blu-ray or USB memory stick.

Funeral director's declaration

Coffins that are cremated shall adhere to Defra PG5/2 (12) guidance notes and **should not**:

- contain metals (except steel screws and staples)
- contain lead or zinc
- be varnished or painted
- contain products made of polyvinyl chloride (PVC) in either the furnishing or the construction
- contain polystyrene except the coffin nameplate which shall not exceed 90g in weight
- contain sawdust or cotton wool in the lining
- have a sealant material, rubber, pitch or any other similar substance
- contain compressed paper

In addition:

- should not contain any glass
- if the coffin is made from chipboard it must comply with the Funeral Furnishings Manufacturers Association's (FFMA) joint specifications for chipboard coffins
- if the coffin is made from cardboard, wicker or any other eco friendly material it must have a solid wooden head, foot and base board
- the coffin must not exceed the **maximum size** (including handles) of:

84" length x 40" width x 26" depth

(this applies to both Sandwell Valley Crematorium and Rowley Regis Crematorium)

This signed declaration signifies that the funeral director administering the cremation in respect of:

Name of deceased: _____

has complied with the above along with the code of practice regarding coffin/casket construction and furnishings.

It has declared that the coffin/casket **contains no item/s** which may/will cause a hazard within the crematorium or lead to an **illegal emission** into the air as detailed in the Environmental Protection Act 1990 and relevant Defra guidance notes.

The crematorium has the right to refuse any coffin not meeting the requirements laid out in this declaration.

It has also declared that they have read and understand the music and media requirements set out on page 3 of the Order for Cremation form.

Signed		**Date:**	

Funeral director's details - the signatory must be authorised to do so by the company

Full company name				
Full company address				
Email address:				
Non-invoice payment: **(SVC office use only)**	**Amount paid:**		**Receipt no.**	

Cremation form delivery planner

All forms are to be sent to Sandwell Valley Crematorium **by 2.30pm** on the following days via email to cremation_forms@sandwell.gov.uk Your service will not be confirmed until this form is fully completed

Day of cremation	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Sat/Sun**
Paperwork due in by	Thursday	Friday	Monday	Tuesday	Wednesday	Wednesday