

Supplementary application: Cremation

Inverclyde Council
Environmental Services

Return To: Greenock Crematorium, 1 South Street Greenock, PA16 8UG

Section A - applicant details

Name of deceased	
Name of applicant	
Name of celebrant	
Denomination	

Section B - type of service

The service shall take no longer than 35 minutes to allow staff to set up for the next service to arrive.

Full Service	Yes		No		Committal only	Yes		Live Streaming Booked	Yes		No	
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Collection box	Yes		No		Supplied by funeral director	Yes		No	
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Attendance at the service (est.)	0		50		100		150+	
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Is the service with music	Yes		No		Is the organist required	Yes		No	
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Music choice	Details of music - Hymns title/CD, track, name and number Music should be booked at least 2 days prior to service through Obitus Music Services	Hymn No	Cd booked
Entry			
Singing 1			
Committal			
Reflection			
Singing 2			
Retiral			

Special instructions (order of service, curtain to remain open)

The Book of Remembrance and Memorial Scheme will be sent out 1 month after cremation.	Book of Remembrance/ Memorial Scheme	Yes		No	
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Please note: No other memorials can be placed within the grounds or Garden of Remembrance

All forms including the supplement form must be submitted 2 day's prior to the cremation by hand or electronically, no changes can be made once the print run has been carried out, all changes prior to this must be countersigned by applicant or funeral director/arranger and applicant informed of changes and final instruction given to staff.

Date

Signature of applicant

Instruction for funeral directors

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. No metal of any kind shall be used in the manufacture of such coffin except as necessary for its safe construction and then only metal of a high ferrous content. Cross pieces must not be attached to the bottom of the coffin. If it is desired to strengthen the bottom of the coffin, wooden strips may be placed lengthways for this purpose. Cardboard coffins should not contain chlorine in the wet strength agent. (e.g. not using polyamidoamine-epichlorhydrin based resin (PAA-E). Contact should be made with the crematorium administration to ensure that the coffin selected is fit for the purpose of cremation.

Type of Coffin: Traditional Cardboard Coffin Wicker Basket Other

Coffin furniture and fittings

No metal furniture or fittings whatever shall be used on a coffin for cremation. Coffin handles should be free from unnecessary metal components. External coatings to a coffin must be smokeless combustion and the use of nitro-cellulose varnish, polyurethane, melamine and any other for products containing polyvinyl chloride (PVC) or melamine must not be used in coffin construction or furnishings. Water based lacquer free from additives containing heavy metals may be used for coating a coffin or a suitable cloth may be used for covering a coffin. The exception to the foregoing is the use of polystyrene which is restricted to the coffin nameplate only and this must not exceed 90 grams in weight.

Lining of the coffin

The use of saw dust, cotton wool or shredded paper within a coffin must be avoided. If lining of a coffin is necessary, this should be manufactured from polythene not exceeding 75 microns in thickness. Lead or zinc linings must not be used. The use of shredded paper within a coffin is not permitted.

Size of the coffin

(Where the external dimensions of a coffin are likely to exceed Length 83" (211cm) x Width 39" (99cm) x Depth 24" (61cms) the proper officer of the crematorium must be consulted as soon as practicable.

Exact size of coffin (exterior size only) Length x Width x Height

Clothing and coffin content

In order to minimise the release of pollutants to air, it is recommended 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 casts of plaster or other material. Additional items, particularly of glass or plastic, should not be placed within the coffin.

Cremation of infants and foetal remains

In cases where bereaved parents desire the cremation of an infant or of foetal remains, they should be warned that there are occasions when no tangible remains are left after the cremation process has been completed. This is due to the cartilaginous nature of the bone structure. If this is not explained to the parents they may have been denied the choice of earth burial and thereby subjected to understandable distress.

An area is provided at the crematorium for floral tributes following the cremation service, we have various wildlife who feed off fresh flowers, unfortunately, Greenock Crematorium (or our members of staff) cannot accept responsibility for floral tributes left at the crematorium.

I have read and understand these requirements and agree to abide by them, I confirm that the coffin, to be presented at the above stated date and time has been constructed in accordance with these instructions.

Print name of funeral director	
Company name	
Date	
Signature	