

Day

Date

Time

**Preliminary Application & Cremation Form 1  
for the late**

Office info only



# Seven Hills crematorium

**Seven Hills Crematorium • Felixstowe Road • Nacton • Suffolk • IP10 0FG**

Telephone: 01473 655614

VAT Number: 872095802

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Website: [www.sevenhillsnacton.co.uk](http://www.sevenhillsnacton.co.uk)

# Preliminary Application

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## Details of service

Day..... Date..... Time.....

Full/Comm/No Service..... Religion..... Minister/Officiant.....

## Media requirements

All media is supplied by Obitus, please visit Obitus.com to order your requirements.

## Special instructions

## Other requirements

Is a double time slot required? Yes / No

Is a large congregation expected? Yes / No

Are additional bearers require? Yes / No If yes how many 1 / 2 / 3

Is an organist required Yes / No If yes please add the music to be played to Obitus playlist

## Floral tributes

Flowers left at the crematorium will be removed after 7 days, families may collect them within the 7 days.

## Instructions for Funeral Directors

Coffins must be made of wood or a wood by-product which, when placed in a cremator and subjected to the accepted cremation processes, 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 furniture or fittings whatever shall be used on a coffin for cremation. No metal of any kind shall be used in the manufacture of a coffin except as necessary for its safe construction and then only metal of a high ferrous content. Cross pieces must not be added to the bottom of a coffin, if strengthening is needed wooden strips may be placed lengthways. The coffin must not be painted or varnished but may be covered with a suitable cloth. Products manufactured in polyvinyl chloride (PVC) must not be used and the use of polystyrene must be restricted to the coffin name plate only and must not exceed 90 grams in weight. The use of lead or zinc is strictly forbidden.

**Size of coffin** - The maximum acceptable coffin size is: Length 218cm(86ins) x Width 101cm(40ins) x Depth 71cm(28ins)

**Service time** - 25mins. Extra time can be booked if required.

**Bearers** - We can provide bearers for services, but please be aware that if not used additional charges may be applicable at the manager's discretion.

Funeral Director's Full Name

Address

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Telephone number

Funeral Director (sign)..... Date.....

# Application for cremation of the body of a person who has died

Cremation 1  
replacing Form A

This form can only be completed by a person who is at least 16 years of age.  
Please complete this form in full, if a part does not apply enter 'N/A'.

## Part 1 - Details of the crematorium

Name of crematorium where cremation will take place.

**Seven Hills Crematorium**

Name of Funeral Director

Telephone number

## Part 2 - Your details (the applicant)

Your full name

Address

Telephone number

Email Address

## Part 3 - Details of the person who has died

Full Name

Address

Occupation or last occupation if retired or not in work at date of death

Age at date of death

Sex

Male

Female

Status

Married/civil partnership

Widow/widower/surviving civil partner

Single

## Part 4 - The application

1. Are you a near relative or an executor of the person who has died?  Yes  No

Please state relationship

Near relative means the widow, widower or surviving civil partner of the person who has died, or a parent or child of the person who has died, or any other relative usually residing with the person who has died.

If No, please give the nature of your relationship and explain why you are making the application rather than a near relative or executor.

2. Is there any near relative(s) or executor(s) who has not been informed of the proposed cremation?  Yes  No

If Yes, please give the name(s) and the reason(s) why they have not been contacted.

3. Has any near relative or executor expressed any objection to the proposed cremation?  Yes  No

If Yes, please give details.

4. What was the date and time of death of the person who has died?

Date

Time

5. Please give the address where the person died

Address

Please state whether it was the the residence of the person who died or a hotel, hospital, or nursing home etc

Their home

Hospital

Other

Hotel

Nursing Home

(please specify)

6. Do you know or suspect that the death of the person who has died was violent or unnatural?  Yes  No

7. Do you consider that there should be any further examination of the remains of the person who has died?  Yes  No

If you have answered 'Yes' to questions 6 or 7, please give the reasons below.

8. What is the name, address and telephone number of the usual doctor of the person who has died?

Doctor's name

Address

Telephone number

9. Please give the name, address and telephone number of the doctor(s) who attended the person who has died during their last illness?

Doctor's name

Address

Telephone number

Doctor's name

Address

Telephone number

10. Was any implant placed in the body which may become hazardous when the body is cremated (e.g. a pacemaker, radioactive device or 'Fexion' intramedullary nailing system)?  Yes  No  I don't know

Implants may damage cremation equipment if not removed from the body of the deceased before cremation and some radioactive treatments may endanger the health of crematorium staff.

If yes, please give details and state whether it has been removed.

## Part 5 - Inspection of Certificates

You are entitled to inspect the certificates (if any) given by the doctors under Regulation 16(c) (i) of the Cremation Regulations 2008 (forms Cremation 4 and Cremation 5). If you do not wish to inspect any such certificates yourself you may nominate another person to inspect them instead of you.

Such certificates will only be available for inspection at the offices of the cremation authority for 48 hours from the time that the cremation authority notifies you, or the person you have nominated, that the certificates are available to be inspected. You may take someone with you when you attend to inspect the certificates. If you, or the person nominated by you, do not attend to inspect the certificates at the time agreed with the cremation authority, the cremation may then proceed.

Please state if you would like to inspect the certificates given by the doctors or whether you would like to nominate someone else to do so instead and give a contact telephone number.

If certificates are given by medical practitioners:-

I would like to inspect the certificates and

my contact number is

I nominate

to inspect the certificates and their contact telephone number is

## Part 6 - Applicant's instructions for ashes

Local practices regarding ashes vary and your funeral director or cremation authority will be able to advise you about these.

Please then tick the relevant box to confirm whether you have chosen Option 1, 2 or 3 below for the ashes following this cremation, and provide further details in the relevant free text box.

If you choose Option 1 or 2 you may alter your choice, confirmed in writing with your signature, before the cremation authority has made arrangements to implement your chosen option, so please advise your funeral director or the crematorium as soon as possible if you change your mind.

Option 1: Ashes to be scattered / interred / otherwise dealt with by the crematorium

Please give further details of your wishes here, from the options offered by the crematorium, for instance where the ashes should be scattered I placed and when; and whether you wish this to be witnessed.

Option 2: Ashes to be collected from the crematorium

Please give further details of your wishes here, such as who will collect the ashes (for instance you and I or another family member, the funeral director, or another specified person); and by which date, if known. The person collecting the ashes should bring a form of identification.

Option 3: Ashes to be held awaiting your decision

Please give further details of your wishes here, for instance where and for how long the ashes should be held awaiting your decision. When you have later made a decision, please confirm this, in writing with your signature, to your funeral director or crematorium.

## Part 7 - Recovery of ashes

Despite every effort being made to recover ashes following a cremation, on very rare occasions (particularly with a cremation of stillborn children) there may be no recoverable ashes. If you have any questions about this, please ask your funeral director or crematorium.

Please tick this box below to confirm that you understand this and that you wish to proceed with the cremation.

## Part 8 - Statement of truth

I apply for the body of the person who has died to be cremated and I certify that I am at least 16 years of age.

I believe that the facts given in this application are true. I am aware that it is an offence to wilfully make a false statement with a view to obtaining the cremation of any human remains.

Print your full name

Sign

Date

		/			/				
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## Seven Hills Crematorium Terms and Conditions

If ashes are not being collected by the funeral director or applicant, please select from the following options;

Witnessed Scattering – The applicant should contact Seven Hills to arrange for the burial of ashes.

Unwitnessed Scattering – Ashes will be buried within one month but not sooner than two weeks following the cremation. These interments are not marked.

Please ask your funeral director for details of memorials available at Seven Hills or visit our website at <http://www.sevenhillsnacton.co.uk/services>

*Please note that although the term 'scattering' is used, all ashes are buried.*

### Data Privacy

Seven Hills Crematorium will only use and share data collected by the Funeral Director to enable us to provide the service you have requested. For more details about how we use and store your data please visit our website at <http://www.sevenhillsnacton.co.uk/>

Please sign below to agree for us to use your data.

### Environmental policy

Disposal of orthopaedic implants and metal residues – all metals will be recycled through the Institute of Cemetery and Crematorium Management ICCM Scheme, with proceeds distributed amongst selected charities. (Orthopaedic implants can be retained upon request)

A cremation may not always take place on the same day as the service, we always aim to cremate within twenty-four hours, except in unusual circumstances.

We respectfully request that flowers are removed from any packaging and laid loosely on the ground or placed in vases provided by the crematorium. No personal items or unofficial memorials are permitted, any such items will be removed and disposed of.

Seven Hills strives to keep the grounds as natural as possible.

This is not an exhaustive list, full terms and conditions can be found on our website at [www.sevenhillsnacton.co.uk](http://www.sevenhillsnacton.co.uk)

By signing this application, you agree to accept our terms and conditions and data privacy as set out on this page.

Print your full name

Sign

Date

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