

NOTICE OF CREMATION



PLYMOUTH
CEMETERIES &
CREMATORIUM

THE PARK | WESTON MILL
EFFORD | LONGCAUSE | RIDGE CROSS



Important – this form and the following statutory forms [Application for Cremation (form 1) and either Registrar’s Certificate for Disposal or Coroners Certificate (form 6)] must be received by the Crematorium no later than **9.00 am two** working days before the cremation date.

These forms can be sent either by email to cemeteries@plymouth.gov.uk or by post to The Park Crematorium, 205 Merafield Road, Plymouth, PL7 1UQ

To The Park Crematorium

Day and date of cremation: *

Time: *

Full name of deceased: *

Details of service: *

Full service – 30 minute service 45 minute service 90 minute service

Committal service Direct (no witness) Direct (witness max 4 mourners)

Officiant:

If the total weight of the coffin and deceased exceeds 140 kg please tick

Special requests/instructions: (e.g. requests for the colour wash lighting, a sofa seat removed to accommodate a wheelchair, large volume of mourners expected, the Cross to be displayed etc)

Audio and visual services including music must be ordered through Obitus by the Funeral Director

Funeral Director name and address *

For office use only: Cremation number

Amount paid/invoiced:

Hold Over Policy

All cremations will be carried out to meet the standards of the Federation of Burial and Cremation Authorities Code of Cremation Practice and the Institute of Cemeteries and Crematorium Management Guiding Principles for Cremation. In accordance with these national codes of practice, all cremations will normally take place within 24 hours and no cremation will be delayed more than 72 hours. This helps us to reduce the impact on the environment by making better use of energy and reducing greenhouse gases.

Metals

All metals remaining following cremation will be disposed of in the most suitable manner to reduce the impact on the environment and comply with legislation. Should you wish to have the metals returned to you please ensure you tick the cremation form I and arrange for your Funeral Director to supply us with a suitable container.

Floral Tributes

Two areas are provided at the crematorium for the display of floral tributes after a funeral service, where they will remain for a minimum of 5 days until they are disposed of by staff or as soon as possible there after in the case of Public holidays. However, please note that unfortunately The Park and its **staff cannot accept responsibility for floral tributes left at the crematorium either before, during or after a funeral service.**

Data Protection Act

The information supplied is being processed for the purpose of arranging a funeral and is being processed under the Data Protection Act legal basis of Public Task. We will never share or use your information for marketing purposes.

It will be stored and processed in line with the principles of the Data Protection Act 2018. You have certain rights under the Data Protection Act and the EU General Data Protection Regulations (GDPR), which include the right to access, rectification and erasure. To enforce these rights or enquire about any other aspects of data protection, please contact Data Protection Officer, Plymouth City Council, Ballard House, West Hoe Road, Plymouth, PL1 3BJ. Email:

dataprotectionofficer@plymouth.gov.uk

Freedom of Information Act 2000

Please note that under the Freedom of Information Act 2000 some information relating to funeral arrangements may be disclosed to third parties, however this will not contain personal information that is protected under the Data Protection Act.

Plymouth City Council is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).

The Council's full Privacy notice can be found at:

<https://www.plymouth.gov.uk/aboutwebsite/privacypolicy>

Full name of applicant signing form I:*

Signature:*

Date: *

*** all questions must be completed in full before forwarding to The Park crematorium**