

Lambeth Crematorium, Blackshaw Rd, Tooting SW17 0BY
(office at Streatham Cemetery, SW17 OLT 020 7926 4221)
West Norwood Crematorium, Norwood Rd, West Norwood,
SE27 9JU. (020 7926 7999)



**(All paperwork should be returned to the correct office
a minimum of 2 working days prior to the cremation)**

Preliminary Form

Cremation No

Cremation on Day

Date

Time

 am/pm

Age

Full name of deceased

 Mr/Mrs/Miss/Ms

Sex

Full address:

Door/Flat no _____
Street address _____
Town _____
City/County _____

Resident of Lambeth/Wandsworth Yes No

Place of death

Their home/other

Denomination

Committal Only Yes No

(8:30 am & 9am slots are committal only)

Full service Yes No

(time in chapel is 30 minutes)

Extra time required Yes No

Postcode:

Curtains to be drawn at close of service Yes No

Witness charging Yes No **(Not available at West Norwood)**

Name of person taking service
(No minister available on site)

Music

Our crematorium chapels are equipped with Obitus Digital Music Library which is our preferred method. We can accept CDs and MP3s, we ask that CDs are submitted for testing at least two working days in advance and if using a MP3 or iPod – a playlist is devised. Crematorium staff will not be responsible for the failure of personal property (CDs and Mp3s)

Organ required Yes No **(No organist available on site)**

Entry

Hymn

Hymn

Exit

Coffin details

Coffin Casket **(wooden only within regulations and sizes)**

Measurements Shoulder Width Cm's Inches Length Cm's Inches

(Please include handles when supplying measurements)

FOR HEALTH & SAFETY, please notify us of oversized or heavy coffins. The maximum size we can accept is West Norwood – 23 stone maximum, 7'0 x 29 coffin / Lambeth please advise of weight – 7'0 x 34 coffin, please call the offices if you are unsure.

Conditions

1. It is the Councils policy to automatically remove and recycle all metallic body parts or residues following the cremation process. However, should you wish to collect these with the Cremated Remains, please inform the Cemetery Office prior to the day of cremation and collect them within one month of this date.
2. The cremated remains may be held at the Crematorium for one month from the date of Cremation, free of charge. After this period, a retention fee is charged.
3. If such an arrangement is not made within one month, the cremated remains will be disposed of within the grounds at the expiration of such a period.
4. If the cremated remains are to be scattered or interred with witnesses, the applicant will need to arrange an appointment within one month from the date of Cremation.
5. If the remains are to be disposed of with no witnesses, this will take place 48 hours (2 working days) from the date of cremation.
6. We no longer allow cremated remains to be scattered around our memorial roses.

Instructions for Funeral Directors

Responsibility

The Funeral Director shall observe the regulations of the Cremation Authority. The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the catafalque. When the coffin is in position on the catafalque at the Crematorium the responsibility of the Funeral Director towards it ceases and that of the Cremation Authority begins, except in the case of open coffins for viewing, in which case we insist on the Funeral Director remaining present in the chapel until the coffin is sealed.

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 furniture or fittings whatever shall be used on a coffin for cremation. Coffin handles should be free from unnecessary metal components. 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.

Crosspieces 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. External coatings to a coffin must allow for smokeless combustion and the use of nitro-cellulose varnish, polyurethane, melamine and any products containing polyvinyl chloride (PVC) must not be used. 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 sawdust or cotton wool must be avoided. If lining 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.

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.

I hereby confirm that the coffin and its fittings being used for the cremation, referred to overleaf conforms to the requirements detailed above.

Funeral Director (Read & sign conditions of cremation. The funeral will not go ahead without authorising signature)

Company

Name Telephone

Address

Signed Date

For office use only

Remittance £ Receipt/Invoice No

Method of payment Date