

**For office use only**

Cremation number:

City of Belfast Crematorium

# Applicant's instructions to Crematorium

## Part 1: Full name of deceased

## Part 2: Applicant details

Name:

Address:

Postcode:

Telephone No:

Email:

Date:

Belfast City Council (BCC) is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers relating to the disposal of cremated remains. Belfast City Council is also seeking your permission for the display of the deceased name on floral cards and electronic display screens. By completing and signing this form you are providing your personal data and on a consensual basis and permitting the display of the deceased name as above. Article 6 -1 (e) of GDPR additionally provides a lawfulness for Belfast City Council to process this personal data as it is necessary for the performance of a public task vested in Belfast City Council.

Your personal data is shared internally with staff who are involved in providing this service and when necessary, between internal departments with the purpose of supporting an effective delivery of service. Your personal data will not be shared or disclosed to any other organisation without your consent or unless the law permits or places an obligation on the Belfast City Council to do so.

Your personal data is held and stored by Belfast City Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Belfast City Council's records retention and disposal schedule.

If you have any queries regarding the processing of your personal data or you wish access to it, please contact the Belfast City Council's Bereavement Services Office, Cecil Ward Building Belfast BT2 8BP Tel: 028 9027 0296 or email [cemeteries@belfastcity.gov.uk](mailto:cemeteries@belfastcity.gov.uk)

Once you have completed this form, please deliver it together with forms A, B (including pacemaker/fixion form), C, F, and GRO21 form (or where the death has been reported to the Coroner, a Coroner's Order for Cremation) to the Medical Referee at Bereavement Services Office. All forms must be submitted no later than one working day before the cremation date and before the following times: - Monday to Thursday 12noon, Friday and Saturday 11am.



**Belfast**  
City Council

## Part 3: Cremated Remains

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**This section is used to record what will happen to the cremated remains after the cremation.** The term cremated remains means the material (other than any metal) to which human remains are reduced by cremation, including the coffin and any clothing.

### **A. Collection by the applicant or their representative**

Name of applicant or representative:

Where applicable; address of representative:

We will give you the cremated remains in a standard biodegradable urn. You can collect these from 12 noon the next working day following the cremation service. You must show photographic identification when collecting cremated remains.

### **B. Collection by Funeral Director, who arranged the cremation.**

Name of Funeral Director:

### **C. Scatter the cremated remains in the Garden of Remembrance at the Crematorium without any relatives present.**

Cremated remains are normally scattered on the lawns in the Garden of Remembrance no sooner than five days after the cremation service. We keep a record of the lawn where the remains are scattered, but it is not possible to give their exact location.

After the cremation, we will hold cremated remains in the City of Belfast Crematorium for a maximum of 16 weeks from the date of cremation. If you do not collect the cremated remains in this time frame, we will scatter the remains in the Garden of Remembrance. We will contact you two weeks before we intend to scatter the remains.

## Part 4: Floral tributes

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This area is located at the crematorium for the display of floral tributes following the cremation service. Unfortunately the crematorium cannot accept any responsibility for any floral tributes left in the hallway. It is recommended that floral tributes are removed from the hallway immediately after the cremation service. Floral tributes from Monday, Tuesday and Wednesday services are removed for disposal on the following Saturday morning. Floral tributes from Thursday, Friday and Saturday services are removed for disposal on the following Wednesday morning.

## Part 5: Environmental Policy

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### A: Consent for disposal of metals remaining after cremation

#### Please tell us how you want to dispose of metals recovered following cremation

Ferrous metals used in the construction of the coffin, metal used in medical implants and non-ferrous metals which may include an unrecognisable element of precious material will be recycled for charitable purposes through the Institute of 'Cemetery and Crematorium Management Recycling of Metal Following Cremation Scheme'.

If you want to dispose of the metals in any other way, please tick the box below and metals will be returned to you with the cremated remains.

Soft metals (such as gold and silver) melt into tiny globules and combine with the cremated remains. These cannot be returned separately. We recommend that precious metals in the form of jewellery are not cremated with the deceased.

**Only tick if you need all metal residues recovered following cremation to be returned to you.**

### B: Holding over

In accordance with the Code of Cremation Practice, City of Belfast Crematoriums policy allows for the holding over of the coffin. We will carry out all cremations as soon as possible after the funeral service and will only hold over in the event of health and safety, environmental and operational reasons or mechanical failure. In circumstances where we are required to hold over without consent, we will inform the applicant via the Funeral Director.

**Only tick if you do not consent to holding over**

**Applicant's signature:**

## Part 6: Coffin Information

<b>Coffin Accreditation Number</b>	
<b>Combined Weight of Coffin and Deceased</b>	
<b>Length of Coffin</b>	
<b>Width at Shoulder</b>	
<b>Depth of Coffin</b>	
<b>Additional Control Measures</b>	
<b>For office use only</b>	

### CREMATION: REQUIREMENTS FOR THE COFFIN AND CONTENTS

#### Identification

The Funeral Director must ensure that coffin has a nameplate bearing the full name of the deceased, which shall be checked by the Crematorium Official before entry into the Chapel. Any variation from the Application for Cremation details will require the submission of a written declaration before the cremation can proceed.

#### Measurements

The external measurements of a coffin (including the handles or any other adornments) shall not exceed 83 inches in length, 32 inches in width or 29.5 inches in depth. Any coffins that exceed any of these individual measurements will not be accepted for cremation.

#### Coffin Accreditation

The coffin must be certified suitable for cremation in accordance with The Funeral Furnishing Manufacturers Association (FFMA) or The Coffin, Casket and Shroud Association (CCSA).

#### Contents of coffin

In order to minimise the release of pollutants to air, it is recommended that clothing should be of natural fibres such as cotton, linen and wool, whereas shoes or any material

manufactured from PVC should not be included.

Additional items, particularly of glass or plastic must not be placed in the coffin due to particulate emissions during combustion within the cremation process. No other cremated remains (human or pet) should be placed within the coffin.

#### Guidance for funeral directors when completing the 'combined weight' section

It is recommended that funeral directors should take steps to obtain access to suitable weighing equipment as soon as possible. However, in the event that suitable weighing equipment is not available, an estimated weight should be provided. This can be obtained provided that; the deceased person is in your care prior to the cremation form being sent to the cremation authority; you are able to provide a useful estimate based on the information available to you; and you are able to get the information from the client (considering the likelihood of causing upset to your client).

*When providing an estimated weight, it is important that the fact that it is an estimation rather than an accurate reflection of the combined weight is made clear. It is recommended that the funeral director writes the words "estimated weight" next to the estimated figure*

### Funeral Director (to be completed by funeral director if services are used)

<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>I have read and agree to abide by the requirements for the coffin and contents</b>	
<b>Date (DD/MM/YYYY):</b>	
<b>Additional Control Measures</b>	
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On arrival at The City of Belfast Crematorium, crematorium staff may decline the acceptance of the coffin, if it does not comply with these requirements.