

Funeral director's ID:	Deceased details			
	Title of deceased:			
	Full name of deceased:			
	Address:			
			Postcode	
	Gender:		Age:	
	Service details			
	Location of service: (Sandwell Valley or Rowley Regis)			
	Day of service:			
	Date of service:			
Time of service:				
Religion:				
Family to witness charge:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Curtains:	Open <input type="checkbox"/> Closed <input type="checkbox"/>	
Service type:	Double time <input type="checkbox"/> Full service <input type="checkbox"/> Committal only <input type="checkbox"/>			
Coffin details				
Coffin type:	Coffin <input type="checkbox"/> Casket <input type="checkbox"/> Wicker <input type="checkbox"/> Cardboard <input type="checkbox"/> Other: _____			
Coffin size:	Width: _____ Length: _____ Depth: _____			
Weight (max. 45 stone)	_____ stone _____ lbs If over 25 stone please let the crematorium know before booking			
Applicant details				
Title:				
Full name:				
Address				
		Postcode:		
Signed		Date:		
Cremation number:	<p>Memorials: Following the service we will write to the applicant to tell them of our bereavement and memorial services. If families wish to receive this information, please tick the box <input type="checkbox"/></p>			
	<p>Information: The cremation will be carried out within 24 hours of the service in compliance with the ICCM Guiding Principles for the Charter for the Bereaved. Any metal recovered following the cremation will be recycled in line with the ICCM Metal Recycling Scheme, unless otherwise stated by the applicant.</p>			
	<p>Flowers: Flowers will remain on display for seven days. The day of the funeral is the first day.</p>			
	<p>General Data Protection Regulations (GDPR): The personal data provided to Sandwell MBC Bereavement Services in this form is collected and managed in accordance with data protection legislation and is collected solely for the purposes of processing the request for cremation services in respect of the deceased person named. The personal data will not be shared with any other parties or organisations and will be stored for perpetuity following a cremation. A full copy of the privacy notice can be found at www.sandwell.gov.uk/privacynotice</p>			

Instruction for ashes - please choose **one** of the following options

Name of deceased:	
Date of funeral:	

Option one – Scattering	Tick <input type="checkbox"/>
Location:	Sandwell Valley <input type="checkbox"/> Rowley Regis <input type="checkbox"/>
Monthly plot:	
As per the late:	
Date of funeral:	
Do the family wish to attend the scattering:	Yes <input type="checkbox"/> call 0121 569 6701 to book an appointment No <input type="checkbox"/> this will be carried out four weeks after the service

Option two – Ashes to be collected from crematorium	Tick <input type="checkbox"/>
Collected by: (funeral director, applicant or authorised person)	
Name of authorised person (if chosen above):	
Wooden casket required (fee applicable):	Yes <input type="checkbox"/> No <input type="checkbox"/>

Option three – Ashes to be held awaiting your decision (please select one option below)	Tick <input type="checkbox"/>
Hold for one month awaiting further instructions:	<input type="checkbox"/>
Hold for a burial:	<input type="checkbox"/>
Hold for a memorial:	<input type="checkbox"/>
Please contact us on 0121 569 6700 to discuss options	

A letter will be sent to the applicant within one week of the service to confirm the above instructions.



Music and media options for families (Funeral Directors to arrange)

All music and media is provided by our partner Obitus.

If you would like to arrange music, a visual tribute, a recording and/or a webcast you can do this by visiting www.obitus.com or calling them on 03333 447 440.

Music

Ordering music	It is the responsibility of the funeral director to ensure that all music is correct, available, uploaded and finalised to the Obitus schedule two working days prior to the service (working days are Monday to Friday).
Changes to music	It is the responsibility of the funeral director to make any changes to the music within the cut off time stated on this form. Please be aware that we cannot change music on the day of the service
Hymns	Please make sure that you check the version of the hymn you are ordering to ensure that the correct verses and tune have been selected along with the choral or organ version.
Organ	Please note we do not have an organist. However, we have an organ at both Sandwell Valley and Rowley Regis Crematorium. If you would like an organist to play at your service this should be arranged through your funeral director.
Cut off time for music	All music must be uploaded to Obitus two working days prior to the service (working days are Monday to Friday).

Visual tributes

Ordering a visual tribute	It is the responsibility of the funeral director to ensure that visual tributes are uploaded to the Obitus schedule two working days prior to the service (working days are Monday to Friday). To arrange a video or photographs to be played during your service you will need to visit www.obitus.com
Changes to a visual tribute	Please be aware that we cannot make any changes to visual tributes.
Cut off time for a visual tribute	All visual tributes must be uploaded to Obitus two working days prior to the service (working days are Monday to Friday).

Webcasts

Ordering a webcast	It is the responsibility of the funeral director to arrange a webcast. To arrange a webcast you will need to visit www.obitus.com or call them on 03333 447 440.
Viewing a webcast	A live webcast of the funeral service can be broadcast over the internet via a secure link at the time of the service. This link will be provided directly by Obitus. Webcast will remain live for 28 days after the service for family members to view. A recording can be made of the webcast - see below service recordings
Cut off time for a webcast	Please be aware that it is the responsibility of the funeral director to ensure a webcast has been ordered to the Obitus schedule at least two working days (working days are Monday to Friday) prior to the service.

Service recordings

Ordering a recording	A recording of the service can be ordered from Obitus. This will be delivered to the crematorium for collection by your chosen funeral director.
Type of recordings	A recording of the service and/or visual tribute can be purchased on a DVD, Blu-ray or USB memory stick.

Funeral director's declaration

Coffins that are cremated shall:

- not contain lead or zinc
- not be varnished or painted
- not contain products made of polyvinyl chloride (PVC) in either the furnishing or the construction of the coffin
- not contain polystyrene except the coffin nameplate which shall not exceed 90g in weight
- not contain sawdust or cotton wool in the lining
- not have a sealant material, metal, rubber, pitch or any other similar substance
- not contain compressed paper

In addition:

- if the coffin is made from chipboard it must comply with the NAFD for Funeral Furnishings Manufacturers Association's (FFMA) joint specifications for chipboard coffins
- if the coffin is made from cardboard, wicker or any other eco friendly material it must have a solid wooden head, foot and base board
- the coffin must not exceed the maximum size of:

Location	Length	Width	Depth
Rowley Regis	84"	40"	28"
Sandwell Valley	84"	40"	28"

This signed declaration signifies that the funeral director administering the cremation in respect of:

Name of deceased:

has complied with the above along with the code of practice regarding coffin/casket construction and furnishings

It has declared that the coffin/casket contains no item/s which may/will cause a hazard within the crematorium or lead to an illegal emission into the air as detailed in the Environmental Protection Act 1990 and relevant guidance notes

It has also declared that they have read and understand the music and media requirements set out on page 3 of the Order for Cremation form.

Signed

Date:

Funeral director's details - the signatory must be authorised to do so by the company

Full company name

Full company address

Email address:

None invoice payment:
(SVC office use only)

Amount paid:

Receipt no.

Cremation form delivery planner

All forms are to be submitted to Sandwell Valley Crematorium **by 2.30pm** on the following days:

Applicant not wishing to view paperwork

Day of cremation	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
Paperwork due in by	Thursday	Friday	Monday	Tuesday	Wednesday	Wednesday

Applicant wishing to view paperwork

Day of cremation	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
Paperwork due in by	Tuesday	Wednesday	Thursday	Friday	Monday	Monday

All original documents must be delivered to our main administration office:

Sandwell Valley Crematorium, Newton Road, West Bromwich, B71 3SX
0121 569 6700