

# Instruction Form New Amended

To be completed and returned to Rushcliffe Oaks as soon as possible. Your booking is not confirmed until we have received this form. All other forms must be received no later than 3 working days prior to cremation.

<b>Service date</b>	<b>Service time</b>	<b>Do not publicise. Private service.</b>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

<b>Full name of the deceased</b>	<b>Date of birth of the deceased</b>
Mr / Mrs / Miss / Ms / _____	<input type="text"/>

<b>Applicant's name</b>	<b>Relationship to the deceased</b>
<input type="text"/>	<input type="text"/>

<b>Applicant's Email address</b>	<b>Applicant's telephone number</b>
<input type="text"/>	<input type="text"/>

**Service Type:**  Full Service  Committal  Early Service (9.30am)  Direct Cremation

**Coffin plate will read** (if different from full name above. Please also use this space if a different 'known as' name is to be used.)

<b>Religion / Denomination</b>	<b>Officiant / Celebrant</b>	<b>Officiant's telephone number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Special Instructions:**
- Large attendance (over 120 – lobby partition to be open)
- Wheelchair user(s)  Pets attending  Horse-drawn hearse
- Religious symbol required (details below)  Witnessed charge

**Any additional special requests:**

**Coffin details** (Please check against Instructions for Funeral Directors on p2.)

Type	Material	Length (ft in)	Height (in)	Width (in)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For health and safety, please notify us of oversized or heavy coffins. The maximum size we can accept is 40 stone (254kg) and 7' long x 39" wide x 20½" high OR 30" wide x 23½" high. Please contact the office if you are unsure.

## Music and Visual Tributes

We use the Obitus service for playing recorded music and displaying visual tributes. Soft music will be played for entry at all services unless otherwise advised. Music libraries can be viewed at [www.obitus.com](http://www.obitus.com). Should you choose music not listed in the library, please contact Obitus directly to make a request on Tel - **03333 447 440**

Will the service be **webcast**?  Yes  No

Will the service include a **visual tribute**?  Yes  No  Single 'halo' image only (provided free of charge).

Will the service include a **photograph slideshow**?  Yes  No

**Any additional media requirements:**

## INFORMATION FOR APPLICANTS

**Funeral Flowers:** We will display floral tributes for a minimum of 3 working days. You are encouraged to take tributes away for further display. After 3 days remaining tributes will be assessed for disposal – natural materials for composting or repurposing and plastics for recycling where possible. *Please note:* We accept no responsibility for floral tributes left within the grounds.

**Cremation within 72 hours:** Rushcliffe Oaks is committed to the Guiding Principles of Cremation of the Institute of Cemetery and Crematorium Management (ICCM). Cremation is normally completed on the day of the funeral, except when circumstances require the cremation to be delayed. No cremation will be delayed more than 72 hours.

**Consent for the recycling of metals:** Does the deceased have any known surgical implants? Please specify:

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We participate in a nationwide scheme to sensitively recycle residual metal as prescribed by the Institute of Cemetery and Crematorium Management (ICCM). OrthoMetals carry out the collection and recycling of metals on a non-commercial basis. All surplus monies derived from the recycling scheme will be distributed amongst selected charities.

If you would prefer to have the metals returned to you, please indicate by ticking this box.

**Cremated remains:** Ashes are usually available for collection 2 working days after the funeral. Should you have a specific need to collect them any earlier than this please contact Rushcliffe Oaks to discuss, and we will do all we can to help. Ashes will normally be returned in a bio-box. Scattertubes are also available at an additional cost.

*Please note:* Unwitnessed scatterings will be within 21 days of the cremation. Ashes will be retained free of charge no longer than 3 months after cremation. Towards the end of this time a letter will be sent advising that if no instruction is received within 14 days of the written notice, uncollected ashes will be scattered in the memorial grounds at Rushcliffe Oaks, with the location recorded.

**Privacy policy:** You can view our privacy notice on our website, which can be found at [www.rushcliffeoaks.co.uk](http://www.rushcliffeoaks.co.uk)

**APPLICANT DECLARATION:** *I confirm that I have read and understand the policies set out in the paragraphs above.*

<b>Applicant's signature:</b>	<b>Date:</b>
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**Please tick here** if you would be happy to receive follow-up correspondence from Rushcliffe Oaks.

## 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 Rushcliffe Oaks 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 the Funeral Director remain present in the Chapel until the coffin is sealed.

**Construction of the coffin:** The coffin must be made of **wood or a wood by-product** which is easily combustible and does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. 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. Cross pieces 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. Cardboard coffins should not contain chlorine in the wet strength agent (e.g., not using polyamidoamine-epichlorohydrin basin resin) (PAA-E) External coatings to a coffin must allow for smokeless combustion and the use of nitro-cellose 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 the coffin. The exception to the foregoing is the use of polystyrene, which is restricted to the coffin name plate only, and this must not exceed 90g in weight.

*Please check our website for an up to date list of specifically prohibited coffin-types.*

**Lining of the coffin:** The use of saw dust, cotton wool or shredded paper within a coffin must be avoided. If lining of a coffin is necessary, this should be manufactured from polythene not exceeding 75 microns in thickness. Lead or zinc linings must not be used.

**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.

**FUNERAL DIRECTOR DECLARATION:** *I hereby confirm that the coffin and its fittings being used for the cremation conforms to the requirements above and contains no items which may/will cause hazard or explosion within the Crematorium or lead to illegal emission being made into the air as defined in the Environmental Protection Act 1990 or with its relevant guidance notes. I confirm that there is no glass contained within the coffin and understand that Rushcliffe Oaks will seek to recover the costs of any damage caused by prohibited items.*

<b>Signed:</b>	<b>Date:</b>
<b>Print name:</b>	
<b>Name &amp; Branch of Funeral Directors:</b>	
<b>Telephone:</b>	