

BOOKING REFERENCE NUMBER

CREMATION NUMBER

Old Craighall Road, Musselburgh, EH21 8XB

Tel: 0131 392 7844 Email: eastlothian@westerleighgroup.co.uk

## Preliminary application for cremation

Cremation service required: Day:  Date:  at  am/pm

## Details of the deceased

Surname: .....

Forenames: .....

Home address: .....

Postcode: .....

## Service arrangements

Type of service (c/e, civil etc): .....

Name of Minister/Officiant: .....

Full Service
  Committal
  No Service
  Double Time
 
  
 Private Cremation
  Witness Charge

### Curtains / Voile instructions:

Stay open  
 Voile only to close  
 Both to close

Religious symbols:  Cross up  Cross down

## Media (ordered by Funeral Director)

### Webcast

Live and 28 days

### Tribute

Slideshow  
 Themed  Family Supplied  
 Music  Single Photo

### Digital Download

Service  
 Tribute

### Physical Keepsake

USB  Video Book  
 DVD  Memory Book

### Instructions for SuperVenue Experiences

Canvas and associated options (e.g. welcome screen) can be ordered via your Funeral Director's Obitus dashboard. Please ask them for assistance.

## Instructions for music system details

Music, hymns, special requests (if known):

The music library is available at:  
<https://dashboard.obitus.com/music-library>

Entry: ..... Committal: .....

During: ..... Exit: .....

During: ..... Other: .....

Your Funeral Director has a Login that will allow the service music to be built up and sent to the Crematorium directly. Please note that cassette-playing or USB facilities are not available and it is strongly advised that copied CDs are not used.

## Our services

- Our services to you include our cremation services and associated services.
- We will contact you after the cremation service to give you the opportunity to share any comments on how we could improve our services, and to provide you with information regarding additional service and assistance that we offer and believe may be of interest to you. Should you prefer, you may exercise your right to refuse use of your contact details for these purposes by emailing [DPO@westerleighgroup.co.uk](mailto:DPO@westerleighgroup.co.uk)

## Environmental measures

a) **Floral Tributes** will remain on display for a minimum of three nights following the Funeral, after which time they will be removed at the discretion of the Crematorium Authority for disposal, unless otherwise instructed.  
East Lothian Crematorium does not accept any responsibility for floral tributes left at the crematorium following a funeral service or placed in the Garden of Remembrance. Please note: 1 hand tied floral arrangement is permitted for cremation along with the coffin.

**b) Disposal of orthopaedic implants and metal residues**

All metals retrieved will be sensitively recycled. Proceeds will be distributed amongst Westerleigh Group selected charities, local activities and environmental initiatives which will benefit the communities we serve.

TICK only if you require residues returned to you.

c) All Cremations will be carried out within 48 hours of the Service in accordance with FBCA Code of Practice.

## Declaration / Authorisation

**I authorise the Crematorium Manager to carry out the instructions listed within this document.**

I understand that the crematorium will hold my details for the use in statutory registers and client database. All such details and any other information that we hold about you will be held by us in accordance with our privacy policy which is available to view at <https://www.westerleighgroup.co.uk/documents/PrivacyNotice.pdf>

I HEREBY UNDERTAKE to abide and be bound by the general instructions, rules and regulations of the East Lothian Crematorium and I absolve the Crematorium from any legal or other responsibility through any accident arising to any Urn or Memorial of the deceased, or through the destruction of the Crematorium by fire, civil tumult, the act of God, or through any other causes whatsoever, and also for any delay or inconvenience in the arrangements for cremation.

Signature: ..... Date: .....

Block Capitals: .....

Address: .....

.....

..... Postcode: .....

Email Address: ..... Telephone: .....

Relationship to deceased: .....

NOTE: Crematoria Management Ltd reserve to themselves the right of refusing to carry out Cremation in any case without assigning any reason.

## Collection of cremated remains

**For office use only**

Received from the crematorium manager, East Lothian Crematorium

## Receipt for cremated remains

The Cremated Remains of the late: .....

Signature: ..... Block Capitals: .....

**Capacity** (tick as appropriate):  Applicant  Funeral Director  Authorised Person

Address: .....

..... Date: .....

## Ashes not collected

Applicant contacted (4 weeks from date following D.O.C): ..... (Date)

Instruction received: .....

No further instructions received (4 weeks from date above): ..... (Date)

Ashes Scattered: ..... (Date) Location: .....

**1. Notice of Cremation**

The Funeral Director will book the service directly or online with the crematorium, giving sufficient notice as agreed with the Crematorium Manager and provide all statutory paperwork at least 2 working days in advance of the cremation service.

**2. 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 of any kind including metal furniture, handles or fittings whatever 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 strengthening is required, wooden strips may be placed lengthways for this purpose.

External coatings to a coffin must allow for a smokeless combustion and the use of nitro-cellulose varnish, polyurethane, melamine and any products containing polyvinyl chloride (PVC) or melamine must not be used. Water based lacquer free from additives containing heavy metals may be used for coating a coffin. The exception to the foregoing is the use of polystyrene which is restricted to the coffin nameplate only and which must not exceed 90 grams in weight.

Cardboard coffins should not contain chlorine in the wet strength agent. (E.g. not using polyamidoamine-epichlorhydrin based resin (PAA-E). Contact should be made with the Crematorium Administration to ensure that the coffin selected is fit for purpose.

Papier-Mache coffins are NOT suitable for cremation.

Type of Coffin:  Traditional  Cardboard  Other

**3. Lining of the coffin**

The use of sawdust, cotton wool or 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. The use of shredded paper within a coffin is not permitted.

**4. Size of the coffin**

Where the external dimensions of a coffin including all handles are likely to exceed: length 81in; width 26in; depth 22in, the Crematorium must be contacted as soon as practicable.

**5. Clothing and coffin content**

In order to minimise the release of pollutants to air, it is recommended that the deceased clothing should be of natural fibres and that shoes or material manufactured from PVC should not be included. Body adornments manufactured from copper should be removed as should any removable prostheses or casts of plaster or other material. Additional items, particularly of glass or plastic and metal of any kind should not be placed within a coffin.

**6. 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 or deposited in the Rest Room or Chapel of Rest at the Crematorium, the responsibility of the Funeral Director towards it ceases and that of the Cremation Authority begins.

It is the responsibility of the Funeral Director to convey all flowers to and from the chapel. Whilst it is the Funeral Directors responsibility to distribute Orders of Service we will, where possible, assist.

**7. Cremation of Pregnancy Loss, Stillbirth, Neo-Natal and Infant Deaths**

This Cremation Authority wishes it to be known that it considers the interests of the bereaved family and baby in our care to be the central focus of our attention. This will be reflected in all our administrative and operational practices and procedures.

**Definition of 'Ashes'** – Whilst our employees might use the term “ashes” and “cremated remains” we deem these to be one and the same, and are defined in the Burial and Cremation (Scotland) Act 2016 as “the material (other than any metal) to which human remains are reduced by cremation”. It is important that this is made clear to the parents so that they are aware of the facts, especially as they may, as a result, prefer earth burial. For further information, please refer to our previously distributed document, Westerleigh Infant Cremation Policy.

**8. Cremated Remains**

Cremated Remains or Ashes (including Pet Ashes) must not be placed within a coffin as they can cause problems to the cremator and are at risk of being lost or diminished during the cremation process.

**9. Declaration**

I have read and understand these requirements and agree to abide by them. I confirm that the coffin to be presented at the above stated date and time has been constructed in accordance with these instructions.

Funeral Directors: .....

Signed on behalf of the above: ..... Date: .....

Print Name: .....

Address: .....

A large rectangular area containing 25 horizontal dotted lines for writing notes.