

GENERAL CEMETERY COMPANY

Kensal Green Cemetery · West London Crematorium
 Harrow Road · London · W10 4RA
 020 8969 0152 · enquiries@kensalgreencemetery.com

Notice of Cremation

This form must be submitted with all Statutory Forms no later than 10:30am three working days prior to the service. Please ensure every question on this form is answered. Amendments or changes must be notified by email. If you do not receive confirmation of your changed instruction, please contact the office by telephone.

Service details

Day of cremation Date of cremation

Time of service Tick box if extended slot booked

Full name of deceased

Any other names known by

Chapel East chapel West chapel (*direct cremations only*)

Type of Service Full service Committal only No service Direct cremation

Religion of deceased None

Religious symbol in room None Cross Om Khanda

Number of mourners None 25 or under 50 or under 51 - 100 100 +

Hymn books required in chapel? Yes No

Curtains to close? Yes No

Witness the start of cremation? Yes **This must have been confirmed in advance, when booking made**

Minister / celebrant details

Name of minister / celebrant

Telephone number

Any additional information *(for example, horse-drawn, easel or table required)*

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Music and webcasting details

All music must to be ordered via Obitus at www.obitus.com or 03333 447 440 at least 48 hours prior to the day of the service.

- No changes or amendments can be made to the music on the day of the service.
- There is no facility to play CD's or any other media devices.

Music required Yes - this will be loaded on to Obitus in advance No

Webcasting required Yes - this will be booked with Obitus in advance No

Keepsake copy required (a recording of the webcast) Yes - this will be ordered with Obitus No

Ashes

Certificate of cremation Standard certificate Overseas certificate (*see fees list*)

Instructions regarding the ashes will be taken from the Statutory Cremation Form 1. If instructions should change, after the form has been submitted, a 'Change of Ashes Instruction' form must be completed and signed by the applicant.

Container Bio carton (*1 per cremation*) Polyurn (*see fees list*) Urn/scatter tube being provided

There is a charge for polyurns and any additional bio carton's, please see 'Fees List'.

Information for the applicant

- If a direct cremation has been booked; no mourners can attend, and no service is to take place. These are booked at a time convenient to the crematorium.
- If an early morning service has been booked at 9am or 9:30am, the allocated time is 30 minutes (inclusive of entering and leaving the chapel). A maximum of 25 mourners can attend.
- The cremation will be carried out within 72 hours of the service, in accordance with the Guiding Principles in the Charter for the Bereaved.
- We take the instruction from the Cremation Form 1 regarding your wishes for the ashes. If you should change your mind, a Change of Ashes Instruction form will need to be completed and signed by you. If you have indicated that you would like to collect the ashes, please attend the office (which is located at the opposite end of the cemetery to the crematorium) no earlier than 3 days after the date of the service. Please bring identification with you.
- If you have ticked that you would like to attend the scattering / interment of the ashes, we will contact you within 4 weeks of the date of the service.
- Floral tributes are cleared from the atrium / crematorium garden three calendar days after the service (example, service held on Monday, the flowers will be cleared on Thursday).
- West London Crematorium is part of the National Scheme supported by the ICCM. Any metal residues remaining from the cremation are collected and recycled. The monetary proceeds are given to a nominated charity.
If you would prefer these metals be returned to you, please tick the box and advise your Funeral Director
- The General Cemetery Company may contact you by email or post, about the memorial options available at West London Crematorium, or about upcoming events.
If you would like to receive this information, please tick the box

Applicant's details

Title and full name

Telephone number

Email

Your relationship to the deceased

Signature Date

Information for the funeral director

- **All coffins** must be suitable for cremation to ensure we can meet with strict environmental policies regarding emissions. *(Coffins shall not be constructed or be furnished using PVC and melamine, cardboard coffins shall not contain chlorine in the wet-strength agent and coffins shall not contain lead or zinc. Stillbirth, neonatal and foetal remains shall not include any chlorinated plastics).*
- Items made from metals, glass, ceramics or electrical items, are not allowed to be placed inside the coffin. The Superintendent Registrar reserves the right to permit / refuse other items.
- Any items left on top of the coffin will be cremated unless it is unsafe to do so.
- Flowers left on top of the coffin will be cremated but these must be free of oasis and plastic. If displays are not suitable, they will be removed.
- You are required to familiarise yourself with the current cremation regulations and ensure families comply with them.
- Chapel times are carefully planned, and services must not overrun. Services that overrun will incur an additional charge.

Coffin measurements

If coffin is 150kg or heavier, please tick the box

If coffin is wider than 28", please tick the box

Please specify width _____ inches

Details of Funeral Director

I confirm that I have explained all sections of this form to the cremation applicant.

Funeral director _____

Address _____

Postcode _____

Telephone number _____

Email _____

Funeral arranger's Name _____

Signature _____ Date _____

All fees can be found on our Price list.