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# GENERAL CEMETERY COMPANY

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Kensal Green Cemetery • West London Crematorium

Harrow Road • London • W10 4RA

020 8969 0152 • enquiries@kensalgreencemetery.com

## Notice of Cremation - West London Crematorium

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 made by email. If you do not receive confirmation of your changed instruction, please contact the office by telephone.

### Service details

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Day of cremation ..... Date of cremation .....

Time of service ..... Tick box if extended slot booked

**Type of Service:** Full service  Committal  Direct (unattended)

**Number of mourners:** 25 or under  50 or under  51 – 100  100+  None

**Religious symbol in room:** None  Cross  Om  Khanda

**Hymn books required in chapel?** Yes  **Curtains to close?** Yes  **Horse drawn?** Yes

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

### Details of the deceased

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Full name of deceased .....

Any other names known by .....

Deceased's date of birth .....

Religion of deceased ..... None

### Ashes

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

Instructions regarding the ashes will be taken from the 'Application for Cremation (Cremation 1)' form. If instructions should change, a 'Change of Ashes Instruction' form must be completed and signed by the applicant.

If 'scatter unwitnessed' is stated, this will take place 4 weeks from the date of the service shown on this form.

**Container** Bio carton (*1 per cremation*)  Polyurn (*see fees list*)  To be provided by FD / family

There is a charge for polyurns and any additional bio cartons. Please see 'Fees List'.

### Music

### Webcasting / Tributes / Keepsakes

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**Music** must be ordered via Obitus at [www.obitus.com](http://www.obitus.com) or 03333 447 440 at least 48 hours prior to the service.

**Tributes** – see your loved one's special moments through pictures • **Streaming** – Share your goodbyes with those who can't be there • **Keepsakes** – Cherish the memories forever

**Speak to your Funeral Arranger to book any of these services through the Obitus system.**

*There is no facility to play any other media devices, and no changes or amendments can be made on the day of the service.*

## Minister / celebrant details

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Name of minister / celebrant .....

Telephone ..... Email .....

## Information for the applicant

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- **If a direct cremation is booked, no mourners can attend, and no service is to take place. These are booked at a time convenient to the crematorium, using the West Chapel.**
- If an early morning service is booked at 9am or 9:30am, the allocated time is 30 minutes (including entering and leaving the chapel). A maximum of 25 mourners can attend.
- Standard service times are 45 minutes (including entering and leaving the chapel).
- The cremation will be carried out within 72 hours of the service, in accordance with the Guiding Principles in the Charter for the Bereaved.
- **If a witness cremation is required, the General Cemetery Company (GCC) cannot take any responsibility if technical problems prevent the cremator from being available. We will obviously do our absolute best to provide an alternative date / time to witness the charge.**
- We take the instructions from the 'Application for Cremation (Cremation 1)' form 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 service, but no later than 1 month after 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.
- **If you have ticked that you would like the ashes scattered unwitnessed, the GCC will scatter the ashes 4 weeks after the date of the service in an area within our Scatter Garden.**
- 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).
- The GCC may contact you by email or post about the memorial options available, or about upcoming events.  
**If you do NOT wish to receive this information, please tick**

**Our official postcode is generally not useful for directing visitors to the crematorium.  
Please use postcode NW10 5NU**

## Applicant's details

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Title and full name .....

Your relationship to the deceased .....

Signature ..... Date .....

## Details of Funeral Director

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**I confirm that I have explained all sections of this form to the applicant. I have read the information leaflet for funeral directors and will comply with the requirements.**

Funeral director .....

Branch ..... Postcode .....

Funeral arranger's name .....

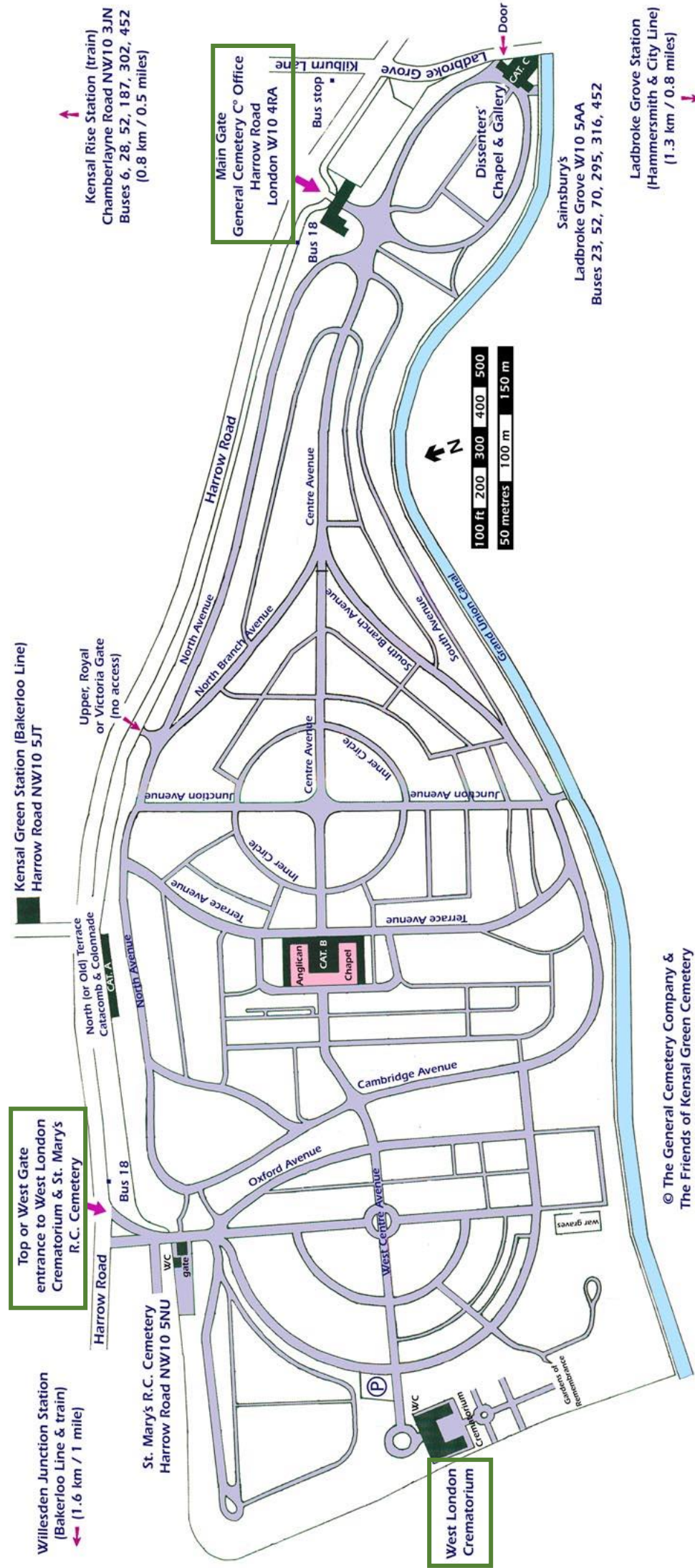
Signature ..... Date .....

**All fees can be found on our 'Fees list'.**

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The Friends of Kensal Green Cemetery

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