

### Preliminary Application

**Full Name of Deceased:**  **Title:**

**Marital Status:**

**Name to appear if different:**

**Date of Birth / Date of Death:**

**Gender / Age / Religion:**

### Service Details

**Day & Date of Service:**

**Time of Service:**

**Estimated Attendance:**

**Name of Officiant:**

All forms of religious and/or secular services are welcome in our chapel. The duration of these are determined by the time slot booked for the funeral. If you would require a longer service an extension can be booked and additional fee allocated.

**Are Ashes required the following day?**

Please be aware that we cannot guarantee that ashes will be ready for the following day. Where they are required the next day, service arrangements should be made before midday.

**Type of Service:**

Full Service       Committal

Memorial Service       Direct Cremation

**Funeral Director Information:**

Please can you provide the full name, address, telephone number and email address of the funeral director above.

**Coffin Details:**  **inch**  **stone**

If the coffins construction is wider than 26" and heavier than 22 stone (140kg), please indicate the width and weight above.

### To assist your officiant/minister

**Are you having religious symbols displayed?**

**Do you want both curtains left open?**

**Do you want both curtains to be closed?**

**Do you want to close the voiles only?**

## Music

All Music, Visual Tribute, Webcasting & Recording requirements must be booked by 9am two working days before the service via: [www.obitus.com](http://www.obitus.com)

Music must be ordered via Obitus at least two working days before the funeral, but the earlier the better as they may need to purchase the track on CD or vinyl. This will allow adequate time for it to arrive for your service.

### Environmental Policy:

West Lindsey District Council remains focused on reducing its emission of 'greenhouse gases' to the environment through a more efficient use of energy. Some cremations therefore may not be carried out on the same day as the funeral service, but will in any event be carried out within 72 hours in line with the 'Guiding Principles' of the Institute of Cemetery & Crematorium Management (ICCM) . Likewise, all metals remaining after the cremation can be sensitively recycled to avoid the use of non-renewable resources in compliance with existing legislation and the auspices of the ICCM Recycling Scheme.

- Yes, I would like the metals to be recycled  No, I would like the metals returned to me

Please note that soft metals (e.g. gold and silver) melt into tiny globules and combine with the cremated remains. These are not identifiable and cannot be returned separately. We recommend that precious metals in the form of jewellery are retained by the applicant for cremation and not cremated with the deceased. West Lindsey District Council will use the information you have provided on this form for cremation administration purposes and to give you information about memorials. You have the right to see the information held about you and to have any inaccuracies corrected.

- By submitting this Funeral Instructions Form you will be indicating your consent to receiving memorial information from us, unless you have indicated an objection to receiving such information by ticking the box on the left.

If the cremated remains are not collected by (Applicants name) \_\_\_\_\_ the Crematorium Manager is authorised to return the ashes to the Funeral Director for safe keeping.

- After 2 years in the funeral directors' care, I hereby understand and agree that the cremated remains will be returned to Lea Fields Crematorium and scattered in the garden of remembrance with their location being recorded in the cremation register. By ticking this box, you do not give your permission for the remains to be returned after 2 years if not collected.**

**I DECLARE** that to the best of my knowledge and belief the information in this preliminary application is correct. My signature confirms my agreement with the conditions stipulated on this form.

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

No person shall bury or scatter cremated remains in the Crematorium grounds without the permission of the Bereavement Services Officer. Any request must be made in writing to the Bereavement Services Office. It is unlawful to bury or scatter any remains within the cemetery or crematorium grounds without first gaining permission from the Council who manage and own the land.

### Office Use Only – Cremated Remains Collected by:

**Full Name:** \_\_\_\_\_

- Funeral Director**  **Applicant**  **Representative**

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Please note we are only able to release remains to either the applicant or nominated representative on production of suitable photo identification.**