

# Mansfield and District Crematorium Preliminary Form

Cremation Number

Email: [crematorium@mansfield.gov.uk](mailto:crematorium@mansfield.gov.uk) Tel: 01623 463427

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Deceased (including title) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Marital Status \_\_\_\_\_ Occupation \_\_\_\_\_

Full Service		Committal		No Service		<b>Officiant Name:</b>							
Memorial Service Only		Change of Instruction		Child Cremation Service		<b>Denomination:</b>							
Curtains Open		Easel		Large Attendance		Additional 25 Photos		Music Slide how		Simple Slide Show		Webcast	
Curtains Closed		Wheels		Witness Charge		Obitus Bundle		Family Video		Keepsake Copy		Single Photo	

Additional Special Requests \_\_\_\_\_

Organist Required

*Mansfield & District Crematorium use Obitus for all Media & Music uploads/selections. If you do not have a log in, please contact the Crematorium office*

Entry	
Middle/Hymn	
Middle2/Hymn 2	
Middle3/Hymn3	
Exit	

**Flower Plaque and Chapel List Name** (if different from above)

\_\_\_\_\_

**Coffin Plate Name** (if different from above)

\_\_\_\_\_

**Coffin Size/Weight and Material\***

Max Size 89" x 36" Newstead Chapel or 31" Thoresby Chapel x 25"  
Max Weight 250kg\*

\*Funeral Directors should contact the crematorium should the coffin exceed the stated maximum size and weight. Mansfield & District Crematorium will accept no responsibility for any financial costs associated with having the deceased transferred elsewhere for cremation

Environmental Policy	Deferral	Memorial Pack
<p>Metals remaining following cremation will be disposed of in the most suitable manner to reduce the impact on our environment. This will include the sensitive recycling of metals to avoid the use of non-renewable resources and comply with existing legislation. All monies raised are then distributed to charities. Should you wish, metals can be returned to you in an additional container (additional fee applies)</p> <p>Please note, metals may not be identifiable after the heat of the cremation process. Soft metals like silver or gold, will melt into tiny globules. We recommend any precious metals to be retained by the applicant. Mansfield Crematorium take no responsibility for metals that cannot stand the cremation process</p>	<p>On occasion, the cremation may be deferred in order to minimise the environmental impact of cremations, where practicable to do so, or in the event of mechanical breakdown. All cremations will take place within 72 hours of the service.</p> <p>(please note that any Saturday service, will be an automatic deferral, cremation will take place within 72 hours of the service taking place)</p>	<p>Once a cremation has taken place, the Crematorium Office will send a memorial pack to you via post or email.</p> <p>Please indicate if you wish <b>not</b> to be contacted <input type="checkbox"/></p> <p>Please state your preferred method of contact;</p> <p>Email <input type="checkbox"/> Post <input type="checkbox"/></p>
Do you wish to recycle? <b>YES / NO</b>	Do you agree to the deferral? <b>YES / NO</b>	

**Please note all Cremation paperwork is required to be with the Crematorium office no later than 48 hours prior to the service, failure to do so – may cause the cremation to be delayed**

**Instruction of Cremated Remains – Applicant to sign accordingly**

Scattered in Crematorium garden of remembrance <b>with family present</b>		
Appointment Date : _____ Time: _____		
Same location as: Name _____ Date of Death _____ Area _____		
Scattered in Crematorium garden of remembrance <b>by Crematorium staff, no family present</b>		
Same location as: Name _____ Date of Death _____ Area _____		
Collect By Funeral Director (Bio Box or Casket) Delete as required		
Collect by Applicant / Named Person I.D REQUIRED (Bio Box or Casket) Delete as required		
Name: _____		
Temporary Held at the Crematorium (1 month Free of Charge, fee applies thereafter)		
To be interred into <b>Columbarium Vault</b> held at the Crematorium		
Please indicate if you wish for cremated remains to be split <input type="checkbox"/>		
Number of Bio Boxes Cremated remains are to be split into* _____	Token of cremated remains required <input type="checkbox"/>	Ashes to be split for Collection and Scattering <input type="checkbox"/>

\*Fee applies, per additional Bio Box required. Please see fees and charges for more information

**Freedom of Information Act 2000** Please note that under the freedom of information act 2000 information relating to the funeral arrangements may be disclosed to third parties in line with the new GDPR regulations requirements.

**Data Protection** As part of the process of booking a cremation the council collects and processes personal data relating to the deceased and the applicant. The council needs to process data to take steps to ensure that it is complying with its legal obligations and Government guidelines. Your information will be shared internally for the purpose of dealing with the matters in hand. Your data will not be transferred outside the European Economic Area. The council takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Upon the completion of the cremation your data will be stored in a secure location for 15 years as per the Government guidelines. By signing this agreement, you give us permission to process and store your data as required. We would like to contact you using the details you have given us in this form, with information about similar goods and services that we believe will be of interest to you. If you do not want to receive this information, please let us know at any time at Mansfield Crematorium, Derby Road, Mansfield NG18 5BJ, or email Crematorium@mansfield.gov.uk, or call us on 01623 611811. For more information about how we deal with your personal data please contact us or you can check our privacy policy on our website [www.mansfield.gov.uk](http://www.mansfield.gov.uk).

<b><u>Applicants Information</u></b>
Name (including title) _____
Address _____
_____ Postcode _____
Contact Number _____ Email _____
Relationship to Deceased _____

<b><u>Applicant Declaration</u></b>
I DECLARE that to the best of my knowledge and belief, the information in this preliminary application is correct. I understand that the crematorium will hold my details for use in statutory registers and client database.
Signature of Applicant ..... Date: .....

<b><u>Funeral Director Declaration</u></b>
By signing here you are agreeing to the Instruction to Funeral Directors annual declaration, which outlines the Funeral Director responsibilities.
Signature ..... On Behalf of ..... Branch.....