



# Mansfield and District Crematorium Preliminary Form

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

Cremation Number (office use only)

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

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

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

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Full Service	Committal	Direct Cremation <b>Attended</b> or <b>Unattended</b>	<b>Officiant Name:</b>
Memorial Service Only	Change of Instruction	Child Cremation Service	<b>Denomination:</b>

Religious Symbol Required	Symbol Required;	Large Attendance	Easel	Wheels	Witness Charge
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**Additional Requests** (please use this space should guests require additional support i.e. visual or hearing impairment)

Organist Required  
(Please Tick if 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; Newstead Chapel 85" x 38" or Thoresby Chapel 85" x 33"  
Max Weight 250kg\*

### Memorial Pack

Once a cremation has taken place, the Crematorium Office will send a memorial pack to you via post or email.

Please indicate if you wish **not** to be contacted

Please state your preferred method of contact.

Email

Post

\*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

**Please note, all cremation paperwork is required to be with the crematorium office no later than 48 hours prior to the service taking place, failure to do so may result in the cremation service being delayed**



**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 463427. 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).

**Guiding Principles of Cremation (ICCM)**

Mansfield Crematorium is committed to the Guiding Principles of Cremation of the Institute of Cemetery and Crematorium Management (ICCM). The cremation will normally take place on the day of the funeral service however due to operational, regulatory, environmental, or administrative requirements, the cremation may take place on the next working day, but no later than 72 hours following the service.

**Applicants Information**

Name (including title) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
Contact Number \_\_\_\_\_ Email \_\_\_\_\_  
Relationship to Deceased \_\_\_\_\_

**Applicant Declaration**

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: .....

**Funeral Director Declaration**

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.....

