



Mansfield and District Crematorium Preliminary Form

Email: crematorium@mansfield.gov.uk Tel: 01623 463427

Cremation Number <small>(office use only)</small> <hr/>

Day: _____ **Date:** _____ **Time:** _____

Name of Deceased (including title) _____

Date of Birth _____ Date of Death _____ Age _____

Address _____

_____ Postcode _____

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

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)

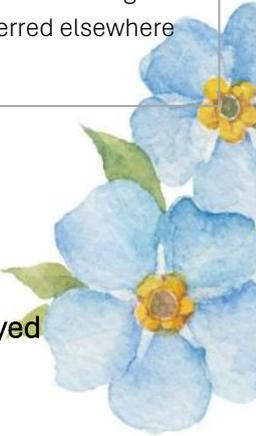
Mansfield & District Crematorium use Obitus for all Media & Music uploads/selections. If you do not have a log in, please contact the Crematorium office

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*

Deferral	Memorial Pack
<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 not to be contacted</p> <p style="text-align: center;"><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 agree to the deferral? YES / NO	

*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 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 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.

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.....

