



# Perth Crematorium

Crieff Road, PERTH, PH1 2PE  
Tel 01738 459659 Fax 01738 445977

Cremation No \_\_\_\_\_

## Additional Details to be Supplied by Applicant

1 Name of the Deceased \_\_\_\_\_

Day, date and hour for the cremation service \_\_\_\_\_ day \_\_\_\_\_ am/pm

Coffin to arrive at Crematorium \_\_\_\_\_ am/pm Private/Front door? \_\_\_\_\_

Extended service requested? Yes  No

*Completed application forms and all relevant paperwork must be with the Crematorium by 10.00 am the day before service.*

2 Type of Service Full Service  Committal  No Service  Private Service

3 Name of Officiant \_\_\_\_\_ Denomination \_\_\_\_\_

4 Organist  CD  USB  Piper  Orders of Service  Large Attendance (over 80 mourners)

**Please note all CDs and USBs must be tested prior to service.**

5 Disposal of ashes

- Ashes are scattered at Perth Crematorium in the Garden of Remembrance.
- Ashes to be scattered by the Crematorium will take place 48 hours after the cremation service and dispersed in the Seasonal Garden of Remembrance, unless a specific location has been requested by the applicant on their application form.
- Any amendment to the disposal option - a change of disposal form must be completed by the applicant.
- Perth Crematorium does not split ashes - all are returned in a single bio-degradable box.

### Sensitive Disposal of Metals

The Council will arrange for any metal implants and residue remaining after the cremation process to be sent to recycling and the proceeds will be donated to approved charities. Further details can be provided on request.

### Important Information and Guidance

Services times are 9.30 am, 10.30 am, 11.30 am, 12.30 pm (lunch 1.00 pm - 1.30 pm), 2.00 pm, 3.00 pm and 4.00 pm.

There is an hour in-between each service which allows 20 minutes for the service, time for mourners to arrive before and to leave the chapel after the service and time also for staff to prepare for the next service. If you require a longer service this may be arranged at an additional cost on request.

*To avoid any distress or inconvenience, families and mourners are advised to arrive at the Crematorium no earlier than 20 minutes prior to the service time: parking may not be available if you arrive earlier due to the proceeding service.*

### Floral Tributes

Families and Funeral Directors are encouraged to remove their floral tributes after the funeral service, however, an area is provided at the Crematorium for the display of floral tributes following a funeral service where they can remain until they are disposed of by staff 7 days after the service or as soon as possible after Public Holidays. Please note that unfortunately the Crematorium and its staff cannot accept any responsibility for floral tributes left at the Crematorium before, during or after a funeral service.

### Book of Remembrance and Memorials

We will send out once to the applicant full details and application forms regarding the Book of Remembrance and memorial options available at Perth Crematorium. If you wish to receive this information please tick the box .

All Memorial options are also available on our website at [www.pkc.gov.uk/memorialoptions](http://www.pkc.gov.uk/memorialoptions)

*I hereby undertake to abide and be bound by the general instructions, rules and regulations of the Council and I absolve the Council from any legal or other responsibility through any accident arising to any memorial of the deceased, or through the destruction of the Crematorium by fire, civil tumult, the act of God, or through any other cause whatsoever, and also for any delay or inconvenience in the arrangements for cremation.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Note: Perth & Kinross Council reserve to themselves the right to refuse to carry out cremation in any case without assigning any reasons.**

# Instructions to Funeral Directors

## Responsibility

The Funeral Director shall observe the regulations of the Cremation Authority. The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the catafalque. When the coffin is in position on the catafalque at the crematorium the Funeral Director towards it ceases and that of the Cremation Authority begin.

## Construction of Coffin

The coffin must be made of wood or a wood by-product which, when placed in a cremator and subjected to the accepted cremation processes, is easily combustible and which does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. No metal furniture or fittings whatsoever shall be used on a coffin for cremation. No metal of any kind shall be used in the manufacture of such coffin except as necessary for its safe construction and then only metal of high ferrous content. Crosspieces must not be attached to the bottom of the coffin: if it is desired to strengthen the bottom of the coffin, wooden strips may be placed lengthways for this purpose. External coatings to a coffin must allow for smokeless combustion and the use of nitro-cellulose varnish, polyurethane, melamine, and any products containing polyvinyl chloride (PVC) must not be used. Water-based lacquer free from additives containing heavy metals may be used for coating a coffin or a suitable cloth may be used for covering a coffin. The exception to the foregoing is the use of polystyrene which is restricted to the coffin name plate only and must not exceed 90 grams in weight.

## Lining of the Coffin

The use of sawdust or cotton wool must be avoided. If lining of a coffin is necessary, this should be manufactured from polythene not exceeding 75 microns in thickness. Lead or zinc linings must not be used. The use of shredded paper within a coffin is not permitted.

## Size of Coffin

Coffin dimensions must not exceed length 82 inches (206cm); width 37 inches (94cm); depth 23 inches (56cm).

## Clothing and Content

In order to minimise the release of pollutants to air, no artefacts shall be included in the coffin. It is recommended that clothing should be of natural fibres and that shoes or any material manufactured from PVC should not be included. Body adornments from copper should be removed as should easily removable prostheses or casts or other material. Additional items, particularly of glass or plastic should not be placed within the coffin.

Funeral Director's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Funeral Director \_\_\_\_\_ Date \_\_\_\_\_

### How We Use Your Personal Information

The information provided by you will be used by Perth & Kinross Council to provide a safe cremation service which complies with relevant legislation. The information may be shared with relevant Scottish Government bodies to comply with relevant legislation governing cremations.

The Council may check information provided by you, or information about you provided by a third party, with other information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

*For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection) or email [DataProtection@pkc.gov.uk](mailto:DataProtection@pkc.gov.uk) or telephone 01738 477933.*

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.