

Perth Crematorium

Crieff Road, Perth, PH1 2PE

Tel 01738 459659



Supplementary form to be completed by the applicant

Completed application forms and all relevant documents must be received by the crematorium no later than 10am, two working days before the service.

How we use your personal information

The information provided by you will be used by Perth and Kinross Council to provide a safe cremation service which complies with relevant legislation. The information will 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 held by us. We may also get 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, email DataProtection@pkc.gov.uk or telephone 01738 477933.

Name of deceased:

Day and date of service: Time of service:

Name of Officiant: Denomination:

Large number of mourners expected? Yes No

We are committed to ensuring each family has our full attention whilst they are with us and so to avoid any further distress or inconvenience, we respectfully request families, mourners and Funeral Directors not to arrive at the Crematorium earlier than 20 minutes before the scheduled service start time. Parking may not be available before this time.

Important information and guidance

There is one hour allocated between the start of each service, this allows for a 20-minute service duration, time for mourners to arrive before the service starts and to depart following the service and allows our staff to prepare for the arrival of the next service. Should you wish to extend your service time to 40 minutes, this can be arranged for an additional cost.

Due to the timings of the funeral services and the layout of the building, shaking hands prior to a service is not permitted.

Service type

Please tick one option:

- Full service (20 minutes)
- Extended service (additional 20 minutes)
- Committal only

Other details:

- Arrival at front door
- Arrival at chapel door (9am)
- Direct cremation, chapel door (8.45am)
- Deceased received day before service – Monday to Thursday from 4.15pm and taken into our care, contact crematorium directly
- Chapel doors – to be opened or kept closed
- Piper (not permitted inside chapel)
- Family carrying in (please email names of bearers in advance)

Music and media options

Have any requested media options been ordered from Obitus? Yes No

Music and media options such as webcast and visual tributes are ordered direct from Obitus on 03333 447 440 or www.obitus.com. Perth Crematorium cannot accept tributes provided directly without being processed through our media partner, Obitus. Any changes to media content made prior to the commencement of the service taking place can only be made by the Funeral Director via our media partner.

Environmental impact

Perth Crematorium is committed to minimising environmental impact. To minimise the number of cremators in daily use, there may be occasions when a cremation is not carried out on the same day as the funeral service. However, cremations will be carried out the following day or within a maximum of **72 hours** after the service. If it is imperative that a cremation is carried out on the same day as the funeral, a written request from the Applicant for cremation should be attached to this form.

Floral tributes

Families and Funeral Directors are advised to collect floral tributes after the funeral service. There is an allocated area at the Crematorium where floral tributes can be displayed following a funeral service. These tributes will be kept until removed by staff, typically within **seven days** after the Service or promptly after public holidays. The Crematorium and its staff cannot accept responsibility for floral tributes left before, during or after a funeral service.

Ashes

- Ashes scattered at Perth Crematorium are dispersed on top of the grass in the Garden of Remembrance.
- Ashes to be scattered by the Crematorium staff 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.
- Please contact the Crematorium directly to arrange a scattering by appointment.
- Perth Crematorium does not split ashes, all are returned in a single biodegradable box.
- Ashes can be collected by the applicant at the Crematorium reception with prior notice. Identification will be required.

Memorial options

We know that for many families, choosing a lasting tribute is important to remember and celebrate a loved one. Following the service, we will post or email the applicant for cremation, information regarding the memorial options available at Perth Crematorium.

If you do not wish to receive this information, please let us know at any time at:

- Perth Crematorium, Crieff Road, Perth, PH1 2PE
Telephone 01738 459659
Email ESCremations@pkc.gov.uk

Declaration

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.

Note: Perth and Kinross Council reserve to themselves the right to refuse to carry out cremation in any case without assigning any reasons. I confirm I have read and understand the details on this form.

Signature of applicant: Date:

Address:

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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.

BSL users can contact us via Contact Scotland BSL, the online British Sign Language video relay interpreting service. Find out more on the Contact Scotland BSL website

<https://contactscotland-bsl.org>

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's responsibility towards it ceases and that of the Cremation Authority begins.

Construction of the 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 the 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.

Declaration

I confirm that the coffin and its fittings presented for cremation at the above-stated date and time has been constructed in accordance with these instructions.

Name of Funeral Director:

Address:

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Name of arranger:

Signature of arranger: Date: