



**FOR OFFICE USE ONLY**

Please sign the form when completed

Cremation No:   
 Cremation Fee:   
 Multi-media:   
 Surcharge Fee:   
 Scattering Fee:   
 Order No:   
 Completed by:

## Notice of Cremation

This form should be completed and returned to Bereavement Services no later than two working days prior to cremation.

### Section 1. Details of Deceased

Full name of deceased (Mr/Mrs/Miss/Ms)

First Name(s)  Surname

Full address  Postcode

Place of Death  Date of Death  Age of deceased

### Section 2. Details of Applicant

Full name of applicant (Mr/Mrs/Miss/Ms)

First Name(s)  Surname

Full address  Postcode  Date of Birth

Telephone  Email

Any personal data that you provide will be processed in accordance with current data protection laws. It will be used by Leicester City Council and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data in our Privacy Notice on our website: [www.leicester.gov.uk](http://www.leicester.gov.uk).

Signature

Date

### Section 3. Service Details

Day  Date  Time

Type of service at crematorium: FULL  COMMITTAL  DIRECT  SCATTER ASHES

Music Required: NONE  LCC SOURCE  OWN SOURCE  ORGAN

Minister  Denomination

### Section 4. Details of Funeral Director

Name

Address  Postcode

Telephone  Email

## Section 5. Disposal of Ashes

### THIS SECTION MUST BE COMPLETED FOR ALL CREMATIONS

#### Recycling of Metals following cremation

##### Environmental Policy:

All cremations will be carried out to minimise the impact on the environment in accordance with the Guiding Principles for Burial and Cremation. The term "ashes" means all the material left in the cremator after the cremation, and following the removal of any metal, and any subsequent grinding or other process which is applied to material. Metals will be recycled unless otherwise instructed.

##### Deferment

If you are not yet in a position to make a final decision, you may postpone action and the ashes will be held at the crematorium for one month free of charge.

**Authority: Please retain the ashes until further notice** (I understand a fee may be charged after one month)

Signature

##### Scatter Ashes

means the reverent spreading of ashes on ground dedicated to this purpose. The specific location of the ashes is not recorded. This form of disposal is intended for those people who prefer NOT to have a memorial on the actual site, so to keep the area in good order no memorials, surrounds or containers are permitted.

**Authority: I wish the ashes to be strewn at:**

Belgrave  Saffron Hill  Welford Road  Gilroes Old (Glade)  Gilroes New (Meadow)

Family representatives WILL  WILL NOT  be present.

(If family will be present, arrangements must be made with the Crematorium Office)

Signature

##### Interment

means the burial of ashes in a grave or crematorium plot. Cremation plots and burials in new graves are available at GILROES or SAFFRON HILL cemeteries. This form of disposal is intended for those people who require a specific site for a memorial. Burial in existing family graves may be arranged in any of our four cemeteries. You will need to discuss this option further with your Funeral Director.

**Authority: I wish the ashes to be buried in a cremation plot/private grave**

Signature

##### Removal

is self explanatory. If you wish, you may take the ashes for disposal elsewhere.

**Authority: I wish the ashes to be collected from Gilroes Crematorium by (name)**

Signature

## Section 6. Memorial Information Pack

A wide range of high quality memorials are available at Gilroes Crematorium for dedicating in lasting memory of family and friends who have passed away. Details of all our memorials is available on our website [www.leicester.gov.uk/bereavementservices](http://www.leicester.gov.uk/bereavementservices) or if you would prefer to receive a copy of our memorial brochure by post, please tick the box.