



**HILLINGDON**  
LONDON

Cremation Number: .....

London Borough of Hillingdon  
BREAKSPEAR CREMATORIUM, BREAKSPEAR ROAD, RUISLIP, HA4 7SJ  
Telephone: 01895 556560 Email: [bcrematorium@hillington.gov.uk](mailto:bcrematorium@hillington.gov.uk)



### NOTICE OF CREMATION

Date of Cremation \_\_\_\_\_ Time \_\_\_\_\_

Funeral Director \_\_\_\_\_ Tel No. \_\_\_\_\_

Address/Office \_\_\_\_\_

Postcode \_\_\_\_\_ Email \_\_\_\_\_

#### DECEASED DETAILS

Surname \_\_\_\_\_ Forenames \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Age \_\_\_\_\_ Date of Death \_\_\_\_\_

#### SERVICE ARRANGEMENTS

Religion \_\_\_\_\_ Officiant \_\_\_\_\_

Unattended Service	<input type="checkbox"/>
Early Morning Service	<input type="checkbox"/>
Single Service	<input type="checkbox"/>
Double Service	<input type="checkbox"/>
Committal Service	<input type="checkbox"/>
Memorial Service	<input type="checkbox"/>
Service Prior to Burial	<input type="checkbox"/>

Witness Charge	<input type="checkbox"/>
Coffin to Remain	<input type="checkbox"/>
Curtains to Close	<input type="checkbox"/>
Curtains to Remain Open	<input type="checkbox"/>
Commit Coffin	<input type="checkbox"/>
Horse Drawn Hearse	<input type="checkbox"/>
Out of England Certificate	<input type="checkbox"/>

**WEBCAST OPTIONS:**

Live Webcast	<input type="checkbox"/>
Live Webcast (28 day watch again)	<input type="checkbox"/>
Halo Photo	<input type="checkbox"/>
Visual Tribute (25 photos)	<input type="checkbox"/>
Enter Amount of copies for following -	
DVD: _____	USB: _____

#### COFFIN DETAILS

MDF	<input type="checkbox"/>
Solid Wood	<input type="checkbox"/>
Cardboard	<input type="checkbox"/>
Wicker	<input type="checkbox"/>
Willow/Bamboo	<input type="checkbox"/>
Other: _____	

Coffin Size: \_\_\_\_\_

Weight: \_\_\_\_\_

**IF COFFIN EXCEEDS 150KG/23 STONE PLEASE NOTIFY US AND WHERE POSSIBLE BOOK EARLY MORNING, OTHERWISE THEY WILL BE CREMATED THE FOLLOWING MORNING. ENSURE ALL COFFINS MEET REQUIREMENTS OVERLEAF OTHERWISE A SURCHARGE WILL BE MADE.**

#### ENCLOSURES

Form 1	<input type="checkbox"/>	Statement of Understanding	<input type="checkbox"/>
Form 4 & 5	<input type="checkbox"/>	Registrars Certificate	<input type="checkbox"/>
Form 6	<input type="checkbox"/>	Other _____	

<b>OFFICE USE ONLY:</b>	Memorial Owned <input type="checkbox"/>
Entered by _____	Memorial Ref: _____
Paper View Y/N <input type="checkbox"/>	
Finance <input type="checkbox"/>	

Having read the statement overleaf, I confirm the coffin supplied for this cremation complies with all conditions set therein.

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

**This notice of cremation and all communications including payment in connection with the cremation should be forwarded to reach this office no later than 3pm two clear working day prior to the service.**

**THE FOLLOWING CONDITION MUST BE OBSERVED BY THE FUNERAL DIRECTOR FOR THE CREMATION TO PROCEED**

**1. 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 reverently and safely. When the coffin is in position on the catafalque in the Chapel the responsibility of the Funeral Director then ceases and that of the Cremation Authority begins.*

**2. NOTICE OF CREMATION**

*The Funeral Director must observe the Cremation Authority regulations regarding the length of notice to be given for the cremation and times of the cremation, as agree, must be strictly adhered to. All non-statutory forms and certificates, as required by the Cremation Authority, must reach the office by the specified time.*

**3. CONSTRUCTION OF THE COFFIN**

*The coffin must be made of wood or a wood by-product which, when placed into a cremator and subjected to the accepted cremation process, is easily combustible and which does not emit smoke, give off toxic emissions or leave any retarding smears or drips after final combustion. No metal furniture or fittings whatever shall be used. No metal of any kind shall be used in the manufacture of such coffin except as is necessary for its safe construction and then only metal of a high ferrous content. Cross pieces must not be attached at the bottom of the coffin. The coffin must not be painted or varnished but may be covered in a suitable cloth. Products manufactured in polyvinyl (PVC) must not be used in the construction of the coffin or its furnishings. The use of polystyrene must be restricted to the coffin nameplate and handles only.*

**4. LINING OF THE COFFIN**

*The use of sawdust, cotton wool, newspapers or other paper products must be avoided. If circumstances require, suitable sealing material must be used, but no metal, rubber or polyvinyl (PVC) will be permitted and on no account must pitch or similar substances be used. Lead or Zinc linings must not be used.*

**5. SIZE OF THE COFFIN**

**Maximum Dimensions & Weight for Catafalque & Crematory Equipment:**

*Width - 41" Height - 24" Length - 96"*

*Weight 39 Stone (including coffin)*

**PLEASE NOTE:**

*EAST CHAPEL MAXIMUM DIMENSIONS - Width - 39" Height - 24" Length - 96"*

*WEST CHAPEL MAXIMUM DIMENSIONS - Width 37" Height - 24" Length - 96"*

**ALL COFFINS MUST HAVE A FLAT BASE, NO RIDGES OR GROOVES FOR CHARGING PURPOSES. A SURCHARGE WILL BE MADE FOR A COFFIN FAILING TO MEET THESE REQUIREMENTS.**

**6. COFFIN IDENTIFICATION**

*Every coffin brought into the Crematorium must have the deceased full name, age and date of death clearly marked thereon or attached thereto. The Superintendent will refuse to allow the coffin into the premises or carry out the cremation unless this requirement has been complied with.*

**7. CLOTHING AND COFFIN CONTENT**

*In order to minimise the release of pollutants into the air, it is recommended that clothing should be of natural fibres and that the deceased shall not wear any clothing containing a PVC type material or shall any article be placed in the coffin containing OVC or rubber material. Body adornments manufactured from copper should be removed as should any easily removable prostheses or other material.*

***Additional items of any sort, particularly of glass or plastic, should not be placed within the coffin.***

**8. RECYCLING OF METALS**

*All metals remaining following cremation will be sent for recycling. These metals consist mainly of nails and screws used in the construction of the coffin and orthopaedic implants. Disposing of these metals by recycling helps us to reduce our impact on the environment, avoids the use of non-renewable resources and complies with waste-management legislation. Rings or other items of personal jewellery should be removed from a body to be cremated; they are usually destroyed and any precious metals vaporise during the process of cremation, but any residue which sometimes remains will also be recycled.*

**9. CREMATION**

*Cremators rely upon large quantities of energy to operate. In order for us to maximise the efficiency of our crematory equipment and to reduce excessive energy usage it is sometime not possible for a cremation to be carried out on the same day as the funeral service. For us to reduce our impact on the environment by ensuring more efficient use and minimizing carbon dioxide emissions the cremation may be delayed, for a maximum of up to 3 days.*