



HYNDBURN

an excellent council

ACCRINGTON CEMETERY AND CREMATORIUM

Arranging a Funeral without a Funeral Director CREMATION

It is often assumed, quite wrongly, that funerals can be arranged only with the use of a Funeral Director. Although a Funeral Director will be invited to arrange the majority of funerals, some people prefer to carry out the task themselves, for a wide variety of reasons.

To assist the bereaved, we have set out below the routine to be followed when using our services. It may be that you wish to carry out some of the tasks yourselves with some help from a Funeral Director. Hyndburn Borough Council does not wish to promote any type of arrangement or choice. Please note that the Council does not provide a funeral directing service and cannot collect a body for conveyance to the Crematorium/Cemeteries.

OFFICE LOCATION

Our office is situated on the right hand side as you enter Accrington Cemetery, the address is:

Hyndburn Borough Council
Cemetery Office
Burnley Road
Accrington
BB5 6HA

Telephone/Fax: 01254 232 933
Email: cemeteries@hyndburnbc.gov.uk
Website: www.hyndburnbc.gov.uk

PROVISIONAL BOOKING OF A FUNERAL

Our office is open, Monday to Friday, 8.30 am until 4.30 pm (closed for lunch between 12.00 noon and 1.00 pm)

CREMATION SERVICE AND USING THE CHAPEL

Our services are booked at 40 minute intervals; it is advised that the service does not exceed 20 minutes for the actual service, leaving the balance of 20 minute for the arrival and exit of the chapel. If you require more time, a double booking can be accepted, but it will incur an extra cost.

A minimum of 48 hours notice is required, but it is advisable to allow at least three days to give sufficient time to obtain all the medical forms required. If the death is reported to the Coroner or occurs at a bank holiday more time may be required.

The information you will need to give over the telephone is as follows:

- 1 Date and Time of Cremation or Chapel Service
- 2 Name of Deceased
- 3 Your name and telephone number

Please double confirm the booking time and date with the person taking your booking to ensure that the correct day and time are reserved.

ARRANGING THE PAPERWORK

Now that the provisional booking is made, a series of arrangements must be carried out as soon as possible. It is very important to ensure that all the required forms are prepared, which are as follows:

ALL THE REQUIRED FORMS (LISTED BELOW) ARE AVAILABLE FROM THE CEMETERY AND CREMATORIUM OFFICE

Notice of Cremation

This form gives all the information we require in writing. It confirms any details missing from your telephone booking.

This includes:

- 1 Name of Minister and Religion if you are having a clergy to conduct the service or name of Celebrant if you are having a Civil or Humanist Service or state Family/Friends if family members or friends will conduct the service (see below for more information about the format of the service)
- 2 Full Service or Committal only (see below for an explanation)
- 3 Music required (see below for more information)
- 4 Final placement of cremated remains (see below for more information)

Form 1 – Application for Cremation

This form must be completed by the nearest surviving relative or executor. The details required are quite straightforward and should pose no difficulties. A householder known to the applicant must countersign the form.

Form 4 & 5 – Medical Forms

These 2 forms must be completed by the medical profession. You must notify the deceased's doctor who attended their last illness that you are arranging a cremation. This may be a GP or a hospital doctor who will complete Form 4 for you. This doctor will pass Form 4 to a second doctor who will complete Form 5. The doctor's surgery will usually have copies of Forms 4 & 5, but if there is a problem they are available from the Cemetery Office. Please note that there will be a fee payable directly to the doctors who complete Form 4 & 5.

Once completed, you should bring these forms to the Cemetery Office. On receipt of we will arrange for the completion of Form 6 by a Doctor appointed to act as Medical Referee. He or she will check Forms 4 & 5 and, if satisfied authorise for the cremation to take place.

If any of the doctors report the death to the coroner, he or she may issue a Certificate 6 for cremation, which overrules the need for Forms 4 and 5. This may necessitate a post-mortem being organised and / or an inquest. Reporting the death in this way is quite usual and you should not be alarmed if such a certificate is issued. It will be free of charge and you will not need to pay for Doctor's Forms 4 and 5 as previously outlined. The Coroner's Officer will keep you informed of progress by the Coroner and advise when the body will be released for the cremation to take place.

Registrar's Certificate

All death occurring in England must be registered by a Registrar of Births, Deaths and Marriages within 5 days (unless the Registrar says this period may be extended). Registration must be made at the Registrar's Office for the registration district in which the death took place.

The Registrar will issue a Registrar Certificate for Cremation or Burial (green form) if a Coroners Certificate (yellow form for Cremation) has not been issued. You should pass the Certificate for Cremation (either green or yellow) to us as soon as possible.

Some Registrars have restricted opening hours and some have an appointment system. You should check with the relevant office and at the same time ask them what documents they require you to take to them, these will include:-

- The medical certificate or cause of death (normally given by the deceased's doctor, or by the hospital in which the death occurred)
- The deceased's Birth Certificate (if available)
- The deceased's Marriage Certificate (if appropriate)
- The deceased's National Health Service medical card, if available

All completed forms should be submitted to the cemetery office by 10.00 am two days before the funeral.

This will complete the legal requirements and you must now consider the funeral:

COFFIN

With cremation, a coffin is essential to allow us to place the body in the cremator. It is acceptable to use a cardboard or wicker coffin (please inform the office if either of these type of coffins is being used). The Cemetery Office will give you names of suppliers. A standard coffin is made of chipboard with approved veneers. For cremation purposes, metal, PVC or plastics generally should not be used as they can cause toxic emissions, give off smoke and damage the cremator hearth. The council does not supply coffins but most funeral directors will supply you with one. The maximum coffin width for access into our cremators is 30". The coffin should have the full name of the deceased displayed on a name plate.

Clothing and Coffin Contents

If the deceased is fitted with a pacemaker or implant devise, this must be removed by a doctor or embalmer before cremation. There might be a fee for this service.

In order to minimise the release of pollutants to air, 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 manufactured from copper should be removed, as should any easily removable prostheses or casts of plaster or other material.

Additional items, particularly of glass or plastic, should not be placed in the coffin.

Please be aware that all crematoriums have emissions monitoring equipment and if the safe levels of pollutants are exceeded the situation will be investigated.

TRANSPORT OF BODY

It is unlikely that you will be able to hire a hearse, but a large estate car or van would be suitable, and possibly certain hatchback cars. You may need to transport the coffin to the hospital mortuary to collect the body. You have a common law right, as executor, to be given the body without the assistance of a funeral director. You should telephone first to arrange a collection time and ascertain what evidence of identity and paperwork the mortuary require and whether or not they will assist you with lifting the body. The body can be retained at home up to the time of the funeral, but you must have a cool room and give consideration to stairs and narrow doorways in relation to moving the coffin. The crematorium does not have a mortuary or "waiting" chapel.

THE FUNERAL

You can have the full Funeral Service at the crematorium chapel or you can have the main service in a church and use the crematorium for a short committal service only. You have use of the chapel site for 40 minutes whether you choose to have a full service or a committal only.

The crematorium chapel can seat 80 people with standing room in the annexe and a speaker can be switched on to relay the service to mourners stood outside the building. The lectern has a microphone with a "loop" system for the hard of hearing. There is wheelchair access to the chapel.

The coffin is brought to the chapel at the agreed time and a member of the crematorium staff will be waiting to receive the funeral cortege. He will assist in placing the coffin on the wheeled bier to transport it into the chapel, and will also assist you in placing the coffin on the catafalque where it rests during the service.

The content of the service is your own personal choice. You can arrange with a minister or priest to take the service, for which a fee will normally be charged. If you have no religious beliefs The British Humanist Association has a national network of men and women known as Celebrants who are trained to conduct funeral ceremonies. Together you will be able to plan a personal and dignified ceremony. There will be a fee for this service similar to that of a minister.

Yourself, family and friends can devise and deliver your own service which is very personal and can be an emotional and moving experience. As the service draws to a close and if you are having a religious service the words of committal are said and these words are often accompanied by the closing of the curtains which will hide the coffin from view. This is a very solemn and emotional moment. You can however choose to leave the curtains open and the coffin will therefore remain in view as you exit from the chapel.

Above all, the kind of ceremony you choose must be right and appropriate for the person who has died and for close family. Order of service books are provided in the chapel with the Funeral Services of the Christian Churches in England.

If you wish, you can arrange to visit the crematorium to look at it before the day of the funeral by making an appointment at the office.

Music

We have a computerised music system which allows us to play any music of your choice, we request that you supply all details of your choice including artist and song title at least 48 hours before. (Please note: we are unable to provide any music available on YOUTUBE or heard in films).

There is an organ in the chapel which you are welcome to use for no additional fee, but you will need to arrange your own organist. The office will supply you with the name and telephone number of an organist if you do not have a personal contact. The words of 44 funeral hymns appear in the back of the Order of Service book.

PAYMENT OF THE CREMATION FEE

A list of cremation fees is available from the Cemetery Office on request or via our website.

The cremation fee includes use of the chapel, music facilities and strewing of remains in the Garden of Remembrance if desired.

The cremation fee must be paid before the cremation takes place. Payment can be made in person at the Cemetery Office.

Alternatively, you may send a cheque by post. Please send it in good time so that it arrives before the day of the funeral. Cheques should be made payable to "Hyndburn Borough Council".

CREMATION PROCEDURE

We operate the crematorium in accordance with the Code of Cremation Practice issued by the Federation of British Cremation Authorities. You can request a copy of this code from the office. Useful information is also provided in a free leaflet called "Questions People Ask About Cremation", also available from the office. You are welcome to inspect both the chapel and crematorium where the cremation equipment is located prior to the funeral if you wish.

A cremation normally takes between 1 hour to 1 ½ hours to complete. If you wish to remove the remains after cremation we can supply you with a container for this purpose. If you intend burying the remains at another cemetery or churchyard, you will need a Certificate of Cremation, which we issue free of charge. This certificate will also be necessary if you placed the ashes in the grounds of another crematorium. The cremated remains will weigh up to 6 pounds and are in granular texture.

FINAL PLACEMENT OF THE CREMATED REMAINS

The final resting place for the cremated remains is a personal decision and the following are examples of some options open to you:

- Take the remains to other cemeteries, churchyards or crematoria after obtaining permission off the person who is in control of the site.
- Strew them at a favourite beauty spot or holiday location. If you place them in a public access area, please brush them into the ground and do not leave them visible.
- Retain them at home, but if you place them in your garden do consider that you may leave that house at some future date and if scattered will not be retrievable.

We have various options available for the final resting place of the cremated remains,

These include

- Garden of Remembrance
- Purpose designed Ashes Graves
- Memorial Walls
- Interment in Graves
- Memorial Trees

Please see our leaflet on all these options and current prices

MISCELLEANOUS

- You may wish to provide floral tributes and will need to deal directly with the florist. Of course these are optional and some families wish to donate to a charity in lieu of flowers.
- You may wish to place an obituary notice in your local paper. They may not accept the order over the phone to avoid hoax calls
- There is a Book of Remembrance displayed in a protective cabinet with a page provided for each day of the year. Details of how to place an entry in the Book are available from the office.
- It is possible to have copies of the inscription as it appears in the Book of Remembrance in the form of a miniature book or memorial card.
- The Crematorium chapel is open at the weekend and bank holidays from 1 – 4 pm if you wish to view the Book of Remembrance or spend a few moments in prayer or thought. This may not be possible at certain times throughout the week as funeral services may be in progress. The office will advise you of the quiet times during the day.

A funeral is an opportunity for friends and family to express their grief. Bereavement is a very personal experience.

Please do not hesitate to contact the office if you require any further information or assistance.