



The Hurlet
Crematorium

SUPPLEMENTARY FORM FOR THE CREMATION OF:

Full name of the deceased* _____

Date and time of service* _____

This form must be signed and approved on page 4 by the Applicant for Cremation named in the accompanying A1

**indicates a required response. For more information about how we deal with your personal data including email addresses please review our policy at the end of this form*

CELEBRATION OF LIFE SERVICE DETAILS AND GREENER FUNERAL POLICY

Our Celebration of life services last for 60 minutes. This allows 35 minutes in the Ceremony Hall and 15 minutes to greet guests and view the floral tributes. This leaves 10 minutes for guests to exit the carpark after the funeral cortege has departed the crematorium. Additional time can be booked in our Ceremony Hall if you would like a longer service to commemorate a life well lived. The ceremony hall must be vacated 10 minutes prior to the next service to allow us time to prepare the hall for the next service. The funeral director must manage the time expectations of the mourners with regard to the content of the service.

We feel strongly that each family deserves our full attention whilst they are with us and so to avoid an overlap of funeral guests we respectfully request that mourners do not arrive at the crematorium until 10 minutes before the service time.

The Hurlet Crematorium is committed to delivering services in the most sustainable way and to minimise the impact of all areas of our work on the environment. Along with other UK crematoria we are looking to use our cremator equipment efficiently to minimise the wastage of natural resources. We reserve the right, on occasion, to schedule the cremation the following day, or within a maximum of 72 hours after the service. In the event of this occurring, the coffin will be placed in a secure refrigerated holding area within the building.** In extremely rare circumstances our cremator may require to be shut down for maintenance. We will do all we can to minimise disruption and your Funeral Service can still take place in our Ceremony Hall, however with the family's permission the cremation may take place at our award winning sister site, Clyde Coast and Garnock Valley in Ayrshire.

****Due to the size of our refrigerated holding area we cannot accommodate coffins larger than 740mm (29") wide x 480mm (19") deep x 2000mm (78") long overnight. Please ensure that a morning service slot is booked for anyone who will be brought to us for cremation with coffin dimensions of this size or above.**

Please advise your Funeral Director if it is your wish that the cremation takes place on the day of the service so they can notify us and book a morning service on your behalf.

In our experience, the singing of hymns benefits from having an organist.

Name of person conducting Service _____

Denomination / Faith _____

Please tick this box if you do not wish the service date and time to be advertised on our website

Transportation of the coffin - Shouldered or Electronic Bier

During the Committal, do you want our curtain to close or remain open

How many guests are expected to attend the service _____

Do you have any special instructions, for example a piper to play on the driveway, parking places for the immediate family, family member to play an instrument or sing, horse-drawn hearse etc? If so, please detail them in the box below

Please specify any retiring collection

Flowers to be returned or Remain in our Garden of Remembrance

Music, Webcasts, Slideshows and Service Recordings should be ordered directly from our media partner wesleymedia.co.uk (telephone 03339 966890). We are unable to accept tribute or music requests provided by the family in USB, CD or DVD format unless they have been processed through our media partner. We undertake to provide media services offered by Wesley Media, however we cannot guarantee the provision of such services as circumstances beyond our control may affect our ability to do so. Images to be included in a slideshow MUST be uploaded 48 working hours before the service time.

If a Visual Tribute is required to be altered after the 48 working hour has elapsed then a late fee will apply, an email from the funeral directors to ourselves is required before we will authorise the late change which will incur the late fee charge.

The schedule must be finalised no later than 5pm the day before the service or the schedule will not be compiled correctly to our terminal at the Hurler crematorium. If this does occur the team will attempt to place the correct selection of music in order but take no responsibility if there is an error. The funeral director and celebrant must check the songs are correct and in the correct order before the service begins.

Please specify when music should be played (Entry/ Reflection/ Exit) etc	Name of music track	Artist / Composer

Webcast Single Image Slideshow Slideshow with music Service Recording
 Family Video File Keepsake USB Stick Keepsake Downloadable link

MEMORIAL OPTIONS AND SERVICES

We know that for many families choosing a lasting memorial is an important way for them to remember and celebrate a loved one. We will send you a copy of our memorial brochure in the days following the service. Our dedicated staff can guide you through the many options available in our grounds to create a lasting tribute.

Additionally, we hold special memorial services at Mother’s Day, Father’s Day and at Christmas time. Please tick this box if you do not wish us to notify you of these special memorial services

METALS RECYCLING

The Hurllet Crematorium is a member of the Institute of Cemetery and Crematorium Management's metal recycling scheme, whereby residual metal items such as orthopaedic implants and screws used in the construction of the coffin are retained to be recycled. The money raised, after all direct costs have been deducted, is donated to local bereavement charities and hospices. For details of the charities we support, please visit hurlletcrematorium.co.uk/news. Please Tick this box and advise your Funeral Director if you would like all metals returned to you following the cremation

INSTRUCTION TO FUNERAL DIRECTORS

CONSTRUCTION OF THE COFFIN: The coffin must be made of a suitable material which, when placed in a cremator and subjected to the accepted cremation process, 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 in a coffin for cremation. Cross pieces 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 nitro-cellulose varnish, polyurethane, polyamidoamine-epichlorhydrin based resins (PAA-E), products manufactured in polyvinyl chloride(PVC), melamine, chlorinated plastic packaging, lead or zinc must not be used in the construction of the coffin or its furnishings. Water based lacquer free from additives containing heavy metals may be used for coating a coffin, or a suitable cloth may be used as a covering. The use of polystyrene must be restricted to the coffin nameplate only in which case it must not exceed 90 grams in weight.

Shroud cremations are acceptable provided the shroud is suitable for cremation and has a rigid bodyboard fitted within the fabric. The deceased, dressed in the shroud must be placed on a Charger Board which is suitable for cremation.

LINING OF THE COFFIN: The use of sawdust or cotton wool must be avoided. If circumstances require, suitable sealing material may be used, but no metal, rubber or polyvinyl chloride will be permitted and on no account should pitch or similar substances be used.

SIZE OF THE COFFIN: The external dimensions of a coffin must not exceed 2280mm (90") in length, 1040mm (41") in width and 610mm (24") in depth. Maximum weight permitted is 285Kg (45 stones).

Coffin Type _____ Width _____ Depth _____ Length _____ (wood, wicker, cardboard etc)
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CLOTHING AND CONTENT: 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 made 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 within the coffin as they may compromise the quantity of ashes, we are able to return.**

CHILD CREMATIONS: The early loss of a child is particularly upsetting, and we understand that some parents wish to have a private cremation service in recognition of their loss. Every possible care is taken to recover remains following cremation, however in some circumstances, due to the stage of pregnancy at which the loss occurred, parents should be made aware that we may not be able to recover tangible foetal remains although we will almost certainly recover residual remains of the baby's coffin. This is understandably distressing, and we would wish to remind parents that they have the option for burial.

We confirm that the coffin and its fittings conform to the requirements detailed above.

Name of Funeral Director or Arranger	
Company Name	
Company Address	
Telephone Number	
Signature of Funeral Director or Arranger	

PRIVACY NOTICE

To allow us to process your request for our services, we must collect some personal data from you. If we do not collect this personal data we will be unable to accept your Application for Cremation or provide further bereavement related services. The Company takes the security of your data seriously. We will only collect the personal data we need in order to provide you with the service you have requested and oversee the provision of this service to you. We will use this personal data to:

- Meet your request to cremate an individual in line with the requirements of the Cremation (Scotland) Regulations 2019 made under section 48 of the Burial and Cremation (Scotland) Act 2016.
- Make contact with you or your representative to make funeral service arrangements.
- We will contact the Client directly under Regulation 11 of the 2019 regulations provides Crematorium Authorities with the power to ask any additional questions about an application if there are any concerns.
- Correspond with you by letter, email or telephone to provide you with information relevant to the service we are providing, and to confirm arrangements for the handling of ashes.

The processing of your personal data is necessary for us to provide the service you have requested and under the terms of GDPR for us to comply with the Cremation (Scotland) Regulations 2019, made under section 48 of the Burial and Cremation (Scotland) Act 2016.

We will share your personal data with Edge IT Systems, providers of our Epitaph secure computer application in order to process your Application for Cremation.

We keep your personal data for no longer than reasonably necessary. It is a requirement of the Cremation (Scotland) Regulations 2019 that we hold your personal data for 50 years.

APPLICANT DECLARATION

I confirm I have read and understood the information contained within the Supplementary Form

Name of Applicant (block capitals) _____

Signature of Applicant _____

Relationship to the deceased _____

Your email address _____

Your telephone number _____

Date _____

Please complete this form together with the appropriate Application for Cremation Form and return it to us by 10am two working days prior to the date of the service, together with the Certificate of Registration of Death (Form 14) and any additional paperwork as required.

We are happy to receive scanned copies provided the forms include original handwritten signatures or digital signatures.

Please email all forms to: papers@hurletcrematorium.co.uk

or deliver to:

The Hurllet Crematorium
Glasgow Road
Glasgow
G53 7TH
East Renfrewshire

Tel: 0141 286 0536