



Baldarroch Chapel & Crematorium Supplementary Application Form

(Version 6)

For Crematorium Use

Booking Number:

Enquiries regarding availability or booking of services can be made with the Baldarroch Chapel & Crematorium staff on Crathes (01330) 844042 or via the following link on the website:

<http://www.baldarrochcrematorium.co.uk/funeral-director/>

The Application for Cremation (The relevant Form A), Certificate of Registration of Death (Form 14), Procurator Fiscals Certificate (Form E1) if applicable and this form must be submitted to Baldarroch by 0900hrs two working days before the service is due to take place.

Full Name of Applicant

Full Name of Deceased

SECTION 1 – DETAILS OF SERVICE

(Delete Options As Applicable)

Service Details		
Day	Date	Time
Type of Service (See Note 1)		
Full	Committal	No Service
Do you require an additional time slot in the chapel (See Note 1)		
Yes	No	
Which entrance is to be used to receive the coffin		
Main Entrance	Private Door	
Is the funeral private		
Yes	No	
Name of person to officiate at the service		
Do you wish to shake hands on		
Entry	Exit	None
Is there a collection in aid of charity		
Yes	No	TBC
If 'yes' to above question what is the name of charity		
Who is to supply the order of service		
Funeral Director	Family	None
Are Immediate family members arriving in a Limousine		
Yes	No	
Do you wish to use the family room prior to funeral service		
Yes	No	
Number of rows required for reserved seating (See Note 2):		
Do you expect more than 154 people to attend the service		
Yes	No	
Do you wish additional seating to be put in place (See Note 3)		
Yes	No	

SECTION 2 – AUDIO & VISUAL REQUIREMENTS

(See Note 4)

(Delete Options As Applicable)

Who is to provide the organist			
Baldarroch	Family	Not Required	
Do you want the TV screens switched off during the service			
Yes		No	
Do you require a recording of the funeral service			
Yes		No	
If 'yes' to the above question, do you wish the recording on			
DVD		USB	
How Many Copies Do You Require			
How do you want the name of the deceased displayed on the TV screens			
Do you want a photograph shown on the TV screens for Entry/Exit			
Yes		No	
Do you want a static photo to remain on screen during service			
Yes		No	
Do you wish to have a Slideshow produced			
Yes		No	
When is the slideshow to be shown			
Entry	Period of Reflection	Exit	
What type of music do you wish to have			
Recorded	Organ	Both	None
Music On Entry			
Type	Title	Artist (if applicable)	
Recorded/Organ*			
Recorded/Organ*			
Recorded/Organ*			
Recorded/Organ*			
Recorded/Organ*			
Music During Service			
Type	Title	Artist (if applicable)	
Recorded/Organ*			
Recorded/Organ*			
Recorded/Organ*			
Music On Exit			
Type	Title	Artist (if applicable)	
Recorded/Organ*			
Recorded/Organ*			
Recorded/Organ*			
Recorded/Organ*			
Recorded/Organ*			

SECTION 3 – POST SERVICE

(Delete Options As Applicable)

Do you wish the Floral Tributes to remain at Baldarroch (See Note 5)		
Yes	No	TBC
Do you require the Ashes back within 24 hours of the service (See Note 6)		
Yes		No
If 'yes' to the question above, when do you require the ashes		
Date		Time
How many containers (i.e. plastic urn, scatter tube or funeral director supplied container) do you wish the ashes to be returned in? I understand that the first scatter tube containing cremated remains (ashes) is free of charge and that any additional scatter tubes requested myself are charged at £25.00 each.		
Do you want details regarding memorials options (See Note 7):		
Yes		No

SECTION 4 – APPLICANT CERTIFICATION

I have been made aware of the contents of the Guidance Notes to this document and the facilities available for funeral services being held at Baldarroch and understand:

- All photographs/visual tributes, musical requirements for the service and all of the paperwork relating to the service/cremation must be completed, signed and submitted to Baldarroch in accordance with the table below. The aforementioned items may be required earlier than these timeframes for services being held during the period between Christmas and New Year and the first couple of working days in January of each year. I acknowledge that failure to meet these timelines may mean that Baldarroch Chapel & Crematorium might be unable to source music or be able to put together visual tributes in time for the service.

Day Of Service/Cremation	To Be Received By 0900hrs On The
Monday	Thursday of previous week
Tuesday	Friday of previous week
Wednesday	Monday of that week
Thursday	Tuesday of that week
Friday	Wednesday of that week

- That any deceased sent for cremation as a No Service booking can be cremated at any time during the working day once the coffin is taken into the care of Baldarroch Chapel & Crematorium.
- The regulations regarding the disposal of orthopaedic implants and metal residues as outlined in [Note 8](#).
- That any individual collecting the cremated remains (i.e. Ashes) direct from Baldarroch must be in possession of photographic identification before the ashes can be released.
- That under current Scottish Government legislation all cremated remains must be collected within 4 weeks of the cremation; be that direct from the Crematorium or from the funeral directors who have collected cremated remains of behalf of the applicant.
- I hereby undertake to abide by and am bound by the Management Rules enacted from time to time by Baldarroch Chapel & Crematorium. I absolve Baldarroch Chapel & Crematorium from any legal or other responsibility through any accident arising to any urn or memorial of the deceased, or through the destruction of the crematorium by fire, civil tumult, act of God or through anything other whatsoever and also for any delay or inconvenience in the arrangements for cremation.

Name Of Applicant	Signature	Date

SECTION 5 – FUNERAL DIRECTOR CERTIFICATION

(Delete Options As Applicable)

Name of Funeral Director (Company Name)															
Is the coffin accredited by the Funeral Furnishing Manufacturers' Association (FFMA) for cremation (See Note 9)															
Yes		No													
Does Coffin comply with construction guidelines (See Note 9)															
Yes		No													
Is the total coffin weight less than the 285 kg (44 stone 8 pound) (See Note 9)															
Yes		No													
Is the external coffin measurement in excess of 66.04 cm (26 inches) wide (See Note 10)															
Yes		No													
What type of container do you want the cremated remains returned in															
Plastic Urn	Container Supplied by Funeral Director	Glued Scatter Tube	Unglued Scatter Tube												
<p>I have made the applicant aware of the contents of the Guidance Notes to this document and the facilities available to them for funeral services being held at Baldarroch Chapel & Crematorium. I aware and understand:</p> <ul style="list-style-type: none"> All photographs/visual tributes, musical requirements for the service and all of the paperwork relating to the service/cremation must be completed, signed and submitted to Baldarroch in accordance with the table below. The aforementioned items may be required earlier than these timeframes for services being held during the period between Christmas and New Year and the first couple of working days in January of each year. I acknowledge that failure to meet these timelines may mean that Baldarroch Chapel & Crematorium might be unable to source music or be able to put together visual tributes in time for the service. <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Day Of Service/Cremation</th> <th style="text-align: center;">To Be Received By 0900hrs On The</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Monday</td> <td style="text-align: center;">Thursday of previous week</td> </tr> <tr> <td style="text-align: center;">Tuesday</td> <td style="text-align: center;">Friday of previous week</td> </tr> <tr> <td style="text-align: center;">Wednesday</td> <td style="text-align: center;">Monday of that week</td> </tr> <tr> <td style="text-align: center;">Thursday</td> <td style="text-align: center;">Tuesday of that week</td> </tr> <tr> <td style="text-align: center;">Friday</td> <td style="text-align: center;">Wednesday of that week</td> </tr> </tbody> </table> <ul style="list-style-type: none"> That any deceased sent for cremation as a No Service booking can be cremated at any time during the working day once the coffin is taken into the care of Baldarroch Chapel & Crematorium. The regulations regarding the disposal of orthopaedic implants and metal residues as outlined in Note 8. That under current Scottish Government legislation all cremated remains must be collected within 4 weeks of the cremation. I confirm that the weight shown at Section 4 (Declaration) on page 6 of the Form A1 is the true and accurate combined weight of the coffin and deceased. I acknowledge that coffins in excess of 150kg (23 stone, 8 pounds) may be held over until the following morning for cremation which may affect the availability of the cremated remains. I confirm that the coffin does not contain any of the prohibited items listed at Note 11. I hereby undertake to abide by and am bound by the Management Rules enacted from time to time by Baldarroch Chapel & Crematorium. I absolve Baldarroch Chapel & Crematorium from any legal or other responsibility through any accident arising to any urn or memorial of the deceased, or through the destruction of the crematorium by fire, civil tumult, act of God or through anything other whatsoever and also for any delay or inconvenience in the arrangements for cremation. 				Day Of Service/Cremation	To Be Received By 0900hrs On The	Monday	Thursday of previous week	Tuesday	Friday of previous week	Wednesday	Monday of that week	Thursday	Tuesday of that week	Friday	Wednesday of that week
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Thursday	Tuesday of that week														
Friday	Wednesday of that week														
Name Of Funeral Director Representative	Signature	Date													

**Guidance Notes For The Completion Of The
Baldarroch Chapel & Crematorium
Supplementary Application Form
(Version 6)**

The Application for Cremation (The relevant Form A), Certificate of Registration of Death (Form 14), Procurator Fiscals Certificate (Form E1) if applicable and this form must be submitted to Baldarroch by 0900hrs two working days before the service is due to take place. The aforementioned items may be required earlier than these timeframes for services being held during the period between Christmas and New Year and the first couple of working days in January of each year. For ease of Reference the submission days are:

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Note 1 – Type of Service/Costs/Times. The various types of service available at Baldarroch Chapel and Crematorium (hereby referred to as the crematorium) and their associated costs are shown below:

- Full Funeral Service or Committal (from 18 years of age) – £860.00.
- Funeral Service or cremation with no service for children aged up to 17 – No charge.
- Cremation only (no family or clergy in attendance) – £435.00. Deceased booked to this type of service can be cremated at any time during the working day once the coffin has been received into the care of the crematorium.
- Funeral Service in chapel with no cremation – £425.00.
- Extra Time in chapel – £425.00 (per time slot). This should be booked with the crematorium staff via telephone on 01330 844042.
- Services cancelled with less than 24 hours' notice may be charged at the rates shown above.

There are no additional costs for services held on Public Holidays. The prices shown above include:

- Bookings for services using the facilities available in chapel:
 - Provision of an Organist from the crematoriums pool of organists (if required).
 - Provision of recorded music (if required).
 - Production of slideshows and other visual tributes (if requested).
 - Live Streaming of funeral service.

There is no reduction in cost should you elect not to use any of these facilities.

- Services using the chapel and Cremation only bookings:
 - Provision of one scatter tube or plastic urn for cremated remains (ashes). Any additional scatter tubes requested by the applicant are charged at £25.00 each. There is no charge for additional plastic urns.
 - Provision of a Cremation Certificate to confirm the cremation (where applicable) was conducted at Baldarroch. This certificate will be required by the relevant burial authority if the cremated remains (i.e. ashes) are to be buried in a graveyard.
 - Provision of a Customs Certificate for all cremations carried out at Baldarroch. You will be required to show Customs Certificate to airport authorities if you intend to take the cremated remains (i.e. ashes) onboard an aircraft be that an international or domestic flight.

Service Times at the crematorium are:

- Monday to Thursday:
 - 1000 hrs.
 - 1130 hrs.
 - 1300 hrs.
 - 1430 hrs.
 - 1600 hrs.
- Friday:
 - 1000 hrs.
 - 1130 hrs.
 - 1300 hrs.
 - 1430 hrs.
- Saturday & Sunday – No service times.
- Public Holidays – The crematorium operates during all public holidays with the exception on Christmas Day, Boxing Day, New Year's Day. Services times for Public Holidays are as per normal Monday to Friday timings.

Principle mourners are requested to not arrive more than 30 minutes prior to the commencement of their booked service time. This is to allow the previous service to have an appropriate amount of time to say a dignified and private farewell to their loved one and give the crematorium staff time to ensure the building is cleaned prior to the next service commencing.

Smoking is permitted on site but not within the crematorium building. Smokers are requested to act in a responsible and considerate manner and not to smoke in the immediate vicinity of the building. Cigarette butts are to be disposed of in the bins provided alongside the carparks.

Dogs are more than welcome on the crematorium grounds and in the chapel. Dog owners are requested to act in a responsible manner and clear up any deposits that their dog may leave behind.

Note 2 – Reserved Seating. The first three rows of seats on each side of the chapel contain nine seats. The remaining rows contain eight seats.

Note 3 – Additional Seating. With prior notification an additional 18 seats can be placed in the aisle of the chapel. However, this facility is not available if the coffin is to enter the chapel via the Main Entrance.

Note 4 – Audio & Visual. All of your Audio & Visual needs for the service are catered for; from the provision of organists, recorded music, production of Slideshows and recording of Funeral Services/production of DVD's or USB's. TV screens are located in the chapel, foyer and handshake area to facilitate the transmission of the details of the deceased, hymns, still photos, slideshows and the service itself. These screens can be switched off if requested. Please note that the screens cannot be switched off if slideshows are to be shown during the service.

To help cater for services where all mourners cannot be accommodated in the chapel/foyer a TV screen is located round the side of the building in the handshaking area to allow mourners to view and hear the service. For exceptionally large amounts of mourners an external speaker system can be hired if required through our approved contractor (i.e. Atmosphere Lighting & Sound) to allow audio of the service to be broadcast at the front of the building. Anyone wanting to use an external speaker system will be responsible for covering the costs as these are not included in the price of the service. Please contact the crematorium on 01330 844042 should you require an external speaker system. The crematorium staff

will then make all of the necessary arrangements with Atmosphere Lighting & Sound and confirm the current costs as these are obviously subject to change. The costs for the external speaker system will be added to the invoice for the service.

Whilst every effort is made to ensure all of the Audio & Visual equipment is serviceable and ready to use the crematorium cannot be held accountable for technical failures of this equipment or loss of power to the building (i.e. a power cut).

- **Live Streaming of Funeral Service.** Services at Baldarroch are streamed via Vimeo. An unlisted link (i.e. only those with the link can view the service) to the live stream of the funeral service will be sent to the funeral director a minimum of 48 hours prior to the service commencing. The link will then be forwarded to applicant for them to pass onto those who they wish to view the service. Please note that no public links are created so the applicant is in total control of who views the service. No password is required to view the stream; simply click on the link to view the service which will be activated as mourners enter the chapel prior to the service commencing and will run until the last mourner exits the chapel. The live stream link will remain active for 7 days following the funeral service unless the stream is blocked due to copyright claims/issues. Should this be the case then the live stream link will no longer be available to view.
- **Recording of Funeral Service.** All funeral services at the crematorium are recorded and are retained for a 3 month period after which time they are deleted. Edited recordings of services which are available on request and are available on DVD or USB in a personalised presentation box at the prices shown below. Edited recordings of the service commence from when the principal mourners or coffin enter the chapel (whichever is the later) and finish when the principal mourners exit the chapel. Edited recordings are normally completed within 7 days of the funeral service. Any edited recordings which are transferred onto DVD/USB are also retained at the crematorium for 2 years from the date of the service. At the 2 year point the edited recording is destroyed and no further copies will be available.
 - **DVD Master Copy** - £30.00.
 - **USB** - £40.00
 - **Additional copies of DVD and USB** - £10.00.
- **Audio.** Details of audio options available within the chapel are shown below.
 - **Organ.** The crematorium has a pool of organists who are available to meet the musical needs for services. Families are welcome to provide their own organist if they so wish. However, they are responsible for meeting all of the costs of this organist. Organists arranged by family members are strongly advised to visit the crematorium prior to the day of the funeral to ensure they are familiar with the settings on the organ and conduct a rehearsal. This visit should be booked with the crematorium staff via telephone on 01330 844042.
 - **Recorded Music.** All recorded music is provided by the crematorium with the music being sourced via our comprehensive music library or iTunes for new tracks. The crematorium does not hold an account for any music streaming services (i.e. Spotify, Amazon, Google etc) so links to these providers is of no use. There is no limit to the amount of music that can be requested but sufficient music for 15 minutes at the beginning and end of each service should suffice. The following information is required:
 - The title of the track/arrangement.
 - The name of the artist the track/arrangement is performed by.
 - **Other Musicians.** Other types of musicians (i.e. pipers, fiddlers, singers etc.) are more than welcome. The provision and payment of these is the responsibility of families/funeral directors.

- **Visual.** TV screens are located in the chapel, foyer and handshake area to allow details of the deceased to be shown as mourners entering/exiting the chapel and the transmission of photographs, slideshows and videos which are to be shown during the service.
 - For the majority of funeral services the name of the deceased is shown on the TV screens as mourners enter and exit the chapel. As a default setting this is normally the birth name of the deceased. However, this can be changed to other known names or nicknames if requested.
 - Ideally photographs should be sent electronically in 'jpg' format. For those who are unable to produce electronic copies of photographs then original photographs can be delivered to the crematorium where the staff will convert them on your behalf. Please note that the crematorium can accept no responsibility for any original photographs that become lost or damaged. Electronic photographs should be sent via the following means:
 - **USB/CD.** Delivered by hand to the crematorium.
 - **E-mail.** Sent via e-mail to info@baldarrochcrematorium.co.uk.
 - **Internet.** Uploading via a file sharing service on the Internet using the likes of www.Dropbox.com or www.wetransfer.com and sent to info@baldarrochcrematorium.co.uk.
 - Photographs/slideshows can be shown at any time during the service. The most popular options are:
 - A single photograph shown for Entry, Exit or during the service.
 - A maximum of 150 photos running as a slideshow at Entry, Exit or for both.
 - A maximum of 35 photographs accompanied by music to run as a slideshow as a period of 'Reflection' during the service.

All photographs/visual tributes and musical requirements for the service are to be submitted to crematorium by no later than 0900hrs two working days prior to the actual service/cremation. The aforementioned items may be required earlier than these timeframes for services being held during the period between Christmas and New Year and the first couple of working days in January of each year. Failure to meet these timelines might mean that Baldarroch might be unable to source music or be able to put together visual tributes in time for the service. For ease of Reference the submission days are:

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Note 5 - Floral Tributes. Floral tributes will remain on display for six days following the funeral after which time they will be removed for disposal. The crematorium does not accept responsibility for any floral tributes left within the crematorium grounds.

Note 6 – Collection of Cremated Remains (Ashes). Cremated remains (ashes) are normally available within 24 hours of the funeral. Collection of ashes prior to this point can only be achieved with prior arrangement with the crematorium.

In accordance with Federation and Burial Authority (FBCA) and manufacturer guidelines any deceased and coffins with a combined weight of 150 kg (23 stone 8 pounds) or over must be cremated when the cremator is at its coolest point; which is normally first thing in the morning. This means any coffin in excess of 150 kg which is not the first cremation of the day will be held over until the following morning for cremation. This will affect the availability of ashes.

Families have the option to have ashes returned in either a plastic urn, scatter tube (glued or unglued) or a container supplied in advance of the cremation by the funeral director. The first scatter tube is free of charge. However, any additional scatter tubes requested by families are charged at £25.00 each. Where the volume of ashes is too great to fit in one scatter tube another will be provided free of charge. There is no additional charge for multiple plastic urns. Containers supplied by funeral director may be subject to an additional charge; these costs are not raised by the crematorium.

In accordance with current Scottish Government legislation all ashes should be collected within four weeks of the cremation. If they are not collected within this period then the crematorium will write to the applicant and give them another four week's period in which the ashes must to be collected. Failure to collect the ashes at this point will result in the ashes being scattered at Baldarroch with no family members in attendance.

Ashes can only be collected by the person authorised to do so on the relevant Form A (i.e. the Applicant, their nominated Representative or Funeral Director). Those individuals collecting ashes must be in possession of some sort of photographic identification to prove their identity (i.e. Driving Licence, Passport etc). Failure to provide satisfactory identification will result in the ashes not being released by crematorium staff.

There are no facilities for interring ashes in the ground at the crematorium. However, ashes can be scattered at the crematorium if this is requested on the relevant Form A. In accordance with the wishes shown on the relevant Form A this can be done by the staff at the crematorium with family members present if requested. Families are more than welcome to scatter ashes themselves but this can only be done in the Rose Gardens next to the memorial wall. Under no circumstance are ashes to be scattered elsewhere.

Note 7 – Memorials. Various memorial options are available at Baldarroch to remember your loved one. All of these Memorials are leased for period of 10, 15 and 20 years. The only exception to this is the Butterfly Memorial for children aged under 18 years which is a permanent memorial. The memorial options and the costs are shown below. These costs (less the Butterfly Tree Memorial) include the inscription of 65 letters/symbols on the memorial. Any additional text beyond the initial free 65 are charged at £1.85 per letter/symbol.

- **Sanctum Memorial:** There are 2 colour schemes available, these being Blue Pearl and Grey/Black and with inscription available in either gold or silver lettering. The costs include the opening/closing of the Sanctum for the first set of ashes. A £100 charge is raised for the opening and closing of the sanctum for placing additional ashes inside.
 - Blue Pearl:
 - Lease Costs:
 - 10 Years – £1495.00
 - 15 Years – £1745.00
 - 20 Years – £1945.00
 - Grey/Black:
 - Lease Costs:
 - 10 Years – £935.00
 - 15 Years – £1185.00
 - 20 Years – £1385.00

- **Wall Mounted Plaque Memorial.** Black, Grey and Red Wall Plaques are available with the inscription in either gold, silver or black lettering.
 - Lease Costs:
 - 10 Years – £385.00
 - 15 Years – £470.00
 - 20 Years – £560.00
- **Columbarium Memorial.** Black plaques available with inscription in either gold or silver lettering.
 - Lease Costs:
 - 10 Years – £360.00
 - 15 Years – £445.00
 - 20 Years – £535.00
- **Kerbstone Memorial.** Black plaques available with inscription in either gold or silver lettering.
 - Lease Costs:
 - 10 Years – £535.00
 - 15 Years – £670.00
 - 20 Years – £760.00
- **Butterfly Tree Memorial.** This memorial is only available for deceased aged under 18 years. Various coloured Butterflies inscribed in a colour of your choice. As the butterflies are sourced from a supplier in the European Union the costs are subject to fluctuation. Please seek advice from the Crematorium Manager who will obtain a quote from the supplier. All orders are subject to a £20 Admin Fee.

Application forms can be found on the Memorial tab on the Baldarroch Chapel & Crematorium website, a link to which is shown below. Alternatively, you can contact the crematorium on 01330 844042 who will send a copy via e-mail or post.

www.baldarrochcrematorium.co.uk

Note 8 - Disposal of Orthopaedic Implants and Metal Residues. Metal remains following cremation will be disposed of in the most suitable manner to reduce the impact to the environment. This will include the sensitive recycling of orthopaedic implants and metal residues to avoid the usage of non-renewable resources and comply with existing legislation.

Note 9 – Coffins. All coffins entering the crematorium must be accredited by the Funeral Furnishing Manufacturers' Association (FFMA) as being safe and suitable for cremation. Valid FFMA accreditation can be checked via their website <https://ffma.co.uk/list-of-products/> where each type of coffin manufactured by the various coffin manufacturers is allocated its own unique Approval Code Number. In addition to this coffins being cremated at Baldarroch must meet the following criteria:

- **External.** The coffin must be made of 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 leaves 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. 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. The coffin must not be painted or varnished but may be covered with suitable cloth or a professional adhered wrap (i.e. photo wraps etc). Products manufactured in polyvinyl chloride (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 only, in which case it must not exceed 90 grams in weight.

- **Internal.** The use of shredded paper, sawdust or cotton-wool must be avoided. If circumstances require, suitable sealing material may be used but no metal, rubber or polyvinyl chloride (PVC) will be permitted and on no account must pitch or similar substances be used.
- **Maximum Dimensions.** The external dimensions of the coffin must not exceed:
 - **Length** – 2185 mm (86 inches).
 - **Width** – 1015 mm (40 inches).
 - **Depth** – 685 mm (27 inches).
- **Maximum Weight.** The maximum combined weight of the deceased and coffin accepted at the crematorium is 285 kg (44 stone 8 pounds). Any coffin beyond this weight cannot be accepted on Health & Safety grounds.
- **Unsound/Unsafe Condition.** Any coffin found to be in an unsound or unsafe condition for either display in the chapel or charging into the cremator may be refused entry to the crematorium. Charges for missed booking may then be raised against the relevant funeral director.
- **Bodily Fluids.** Coffins found to be leaking bodily fluids will not be permitted to enter the crematorium and charges for a missed booking may be raised against the funeral director.

Note 10 – Chapel Bier. The maximum external width of coffin that can be placed on the Chapel Bier is 66.04 cm (26 inches). Coffins in excess of this will be placed on trestles provided by the Crematorium. Funeral Directors are more than welcome to use their own trestles or wheeled trollies should they so wish.

Note 11 – Prohibited Items. Under no circumstances are any of the following to be placed within the coffin. Please seek advice of crematorium staff on 01330 844042 should you have any queries on the items listed below.

- Cremated remains of other human beings or animals. Please pass these to the crematorium staff who will happily combine the ashes together once the cremation and cremulation process has been completed.
- Any items made of glass (i.e. bottles, ornaments etc).
- Any form of electronic equipment (i.e. Mobile phones, laptops, tablets, hand held computer games etc).
- Any items containing flammable liquids (including alcohol) or gases.
- Aerosol cans.
- Batteries.
- Prosthetics.
- Large metals objects.
- Large items made of rubber/plastic.
- Coat hangers.
- Any other item which may cause an explosion within the cremation chamber.

The cost of repair of the cremator/ancillary equipment and subsequent loss of earnings might be passed onto the funeral director if it is found the damage was caused by prohibited items being placed within the coffin.