

# Medway Crematorium – Preliminary Application for Cremation

Robin Hood Lane (Upper)  
Chatham, Kent ME5 9QU

☎ 01634 337744

[OFFICE HOURS: Monday – Thursday 9am – 5pm, Friday 9am – 4.30pm]

## Office use

Cremation No: \_\_\_\_\_

Date Received: \_\_\_\_\_

PLEASE WRITE IN CLEAR **BLOCK LETTERS**

|                                       |                                |                                   |      |                                    |
|---------------------------------------|--------------------------------|-----------------------------------|------|------------------------------------|
| Day and date of cremation             | Day <input type="text"/>       | DD / MM / YY <input type="text"/> | Time | 00:00 AM / PM <input type="text"/> |
| Full name and address of the deceased | <input type="text"/>           |                                   |      |                                    |
|                                       | <input type="text"/>           |                                   |      |                                    |
|                                       | <input type="text"/>           |                                   |      |                                    |
|                                       | Postcode: <input type="text"/> |                                   |      |                                    |
| Date of death                         | <input type="text"/>           | DD / MM / YY <input type="text"/> | Age  | <input type="text"/>               |

### Service details [Blank boxes will be taken as a 'NO' and 'TBA' indicates that you will provide the information later.]

|  |  |  |                                   |
|--|--|--|-----------------------------------|
| Service  | <input type="checkbox"/> COMMITTAL                         | <input type="checkbox"/> FULL            | <input type="checkbox"/> EXTENDED |
| Denomination   | <input type="text"/>                                       | Minister / Officiant                     | <input type="text"/>              |
| Use of organ   | <input type="checkbox"/>                                   | Crematorium to arrange organist          | <input type="checkbox"/>          |
| Have you ordered music from Wesley?  | <input type="checkbox"/> YES / <input type="checkbox"/> NO | If YES, please quote their Reference No: | <input type="text"/>              |
| Music  | In   | <input type="text"/>                     |                                   |
|  | During 1   | <input type="text"/>                     |                                   |
|  | During 2   | <input type="text"/>                     |                                   |
|  | Exit   | <input type="text"/>                     |                                   |
| Special Instruction, including horse drawn, bugler or piper, curtains open and witness charge of coffin and return of metals | <input type="text"/>                                       |  |                                   |

All CD's shall be originals and not home burnt. CD's cannot be checked for playability

Select options for the following, where applicable:

|  |                  |                          |                    |                          |
|--|------------------|--------------------------|--------------------|--------------------------|
| Name & Address of Funeral Director / persons undertaking funeral | <b>Container</b> |                          | <b>Disposal</b>    |                          |
|  | Medway Container | <input type="checkbox"/> | Strewing           | <input type="checkbox"/> |
|  | Adult Urn        | <input type="checkbox"/> | Removed            | <input type="checkbox"/> |
|  | Small Container  | <input type="checkbox"/> | Forwarding         | <input type="checkbox"/> |
|  |                  |                          | Temp deposit/other | <input type="checkbox"/> |

### Office use only:

|                            |                               |                                  |                |                      |
|----------------------------|-------------------------------|----------------------------------|----------------|----------------------|
| Cremation                  | £ <input type="text"/>        | Receipt No: <input type="text"/> | Form 1         | <input type="text"/> |
| Chapel times etc           | <input type="text"/>          |                                  | Form 3         | <input type="text"/> |
| Forward / Wit.Char / O Org | £ <input type="text"/>        |                                  | Form 4 & 5     | <input type="text"/> |
| Container                  | £ <input type="text"/>        |                                  | Form 6         | <input type="text"/> |
| Witness strew              | £ <input type="text"/>        |                                  | Disposal Cert: | <input type="text"/> |
| <b>TOTAL</b>               | <b>£ <input type="text"/></b> |                                  |                |                      |

# Instructions for Funeral Directors and other persons arranging funerals

**Responsibility** - The Regulations of the Cremation Authority shall be observed. The Funeral Director or other person undertaking the funeral is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the catafalque.

**Construction of the coffin** - The coffin must be made of a suitable material which, when placed in a cremator and subjected to the 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 whatever shall be used on a coffin for cremation. Coffin handles should be free from unnecessary metal components. 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 a high ferrous content. Crosspieces 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 the use of nitro-cellulose varnish, polyurethane, melamine and any products containing polyvinyl chloride (PVC) must not be used. Water based lacquer free from additives containing heavy metals may be used for coating a coffin or a suitable cloth may be used for covering a coffin. The exception to the foregoing is the use of polystyrene, which is restricted to the coffin nameplate only and this must not exceed 90 grams in weight. Where cardboard, whicker or other 'non-traditional' materials are used, the base shall be constructed from materials that do not increase the friction on the hearth of the cremator above that of a standard coffin.

**Lining of the coffin** - The use of sawdust or cotton wool must be avoided. If lining of a coffin is necessary, this should be manufactured from polythene not exceeding 75 microns in thickness. Lead or zinc linings must not be used. The use of shredded paper within a coffin is not permitted.

**Size of the coffin** – The external dimensions of a coffin cannot exceed length 81" (200cm); width 30" (75cm); depth 24" (60cm). Prior warning would be appreciated for all coffins in excess of 28" (71 cm) in width.

**Clothing and coffin content** - In order to minimise the release of pollutants to air, clothing should be of natural fibres and 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. No other cremated remains shall be placed in any coffin.

**Notice of cremation** - All statutory and non-statutory forms and certificates, as required by the Cremation Authority, must reach the crematorium office no later than 9am, **two** working days before the day of the service unless the applicant has requested an inspection of Cremation Forms 4 and Cremation Form 5, in which case the forms must reach us at least **three** working days before the day of the service. Remember, the applicant may wish to examine the application forms and the Medical Referee must be given sufficient time to properly examine these forms and make any enquires he or she thinks necessary before the cremation can proceed.

**Witness Charges** – These are by prior arrangement. The number of witnesses is limited to a maximum of six persons. There is an additional charge for this service, because we need to reserve a cremator.

**Cremated remains** - The cremated remains, where recovered, are placed into a cardboard container, which bears an identity label for collection from the Crematorium. The Applicant for the Cremation must nominate who is to collect the cremated remains (such as the Funeral Director or a member of the family). A Certificate of Cremation is also issued and this will be required should the Applicant wish to take the cremated remains to a cemetery or another crematorium. Where the ashes are being taken abroad and the country of destination requires the ashes to be sealed by the Cremation Authority, notice must be given before the ashes leave the crematorium.

Unless specifically requested, all metals are currently disposed of in the grounds of the crematorium. If the metals remaining from cremation are required, please clearly mark the Preliminary Application form **and** the Authority to Dispose.

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## Who to contact

✉ Medway Bereavement Services  
Medway Crematorium, Robin Hood Lane (Upper), Chatham, Kent ME5 9QU  
☎ 01634 337744  
📧 E-mail: [crematorium.cemeteries@medway.gov.uk](mailto:crematorium.cemeteries@medway.gov.uk)

  
**Medway**  
COUNCIL  
*Serving You*