

# The Scottish Cremation Society Limited

Glasgow Crematorium, Western Necropolis, 19 Tresta Road, Glasgow, G23 5AA  
 This Application, Certificate of Registration of Death and any appropriate supporting information  
**should be lodged by 10 am on the working day prior to the day of cremation**  
 at 25 Bothwell Street, Glasgow, G2 6NL Telephone No. 0141 567 4500

## SUPPLEMENTARY TO THE APPLICATION FOR FUNERAL SERVICE (To accompany Form A)

1	Full name of the deceased					
2	Age last birthday					
3	Male or Female					
4	Permanent address of deceased					
5	Has been deceased been fitted with a Pacemaker or other implant					
6	Cremation arrangement	D ay	Date	Time		
7	Is it proposed to hold a Service or Committal					
8	Name of Officiating Clergy / Denomination	Name		Denomination		
9	Organ or Recorded Music	Entry				
		Committal / Reflection				
		Retiral				
10	Any specific requirements at service					
11	State which of the following is proposed in reference to the Ashes after Cremation					
	(A)	To be taken by representative (within 4 weeks)	(A)			
	(B)	Dispersed in Crematorium grounds	(B)			
	(C)	Disperse with family attending	(C)			
12	Will the expected number of mourners exceed 50 person					
13	Name and address of Funeral Director					
	Telephone		Signature			

14	The Scottish Cremation Society will issue details of options for memorialisation unless you opt not to receive this by ticking the box opposite.	
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15	<p><b>Environmental initiatives:</b> A greener funeral service: The Scottish Cremation Society is a member of the Federation of Burial and Cremation Authorities (FBCA) and as such all cremations are carried out in accordance with their published Code of Cremation Practice. Glasgow Crematorium has adopted a new environmental initiative whereby a committal service may take place one day but with the actual physical cremation occurring respectfully early the following day. This approach has already been adopted in several European countries as well as elsewhere in Scotland and throughout the United Kingdom in an effort to reduce the carbon footprint of crematoria. Whilst we hope for your cooperation in our delivery of more environmentally considerate cremation services, we recognise this new environmental policy may be contrary to your express wishes. If this is the case, please declare so on page 8 of the main application form.</p>
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16	Name and address of applicant who signed Form A	
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I HEREBY UNDERTAKE to abide and be bound by the General Instructions, Rules and Regulations of the Society and I absolve the Society from any legal or other responsibility through any accident arising to any Urn, Niche, Tablet or Monument of the deceased, or through the destruction of the Crematorium by fire, civil tumult, and act of God, or through any other cause whatever and also for any delay or inconvenience in the arrangements for Cremation.

Signature of Applicant	
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## INSTRUCTION OF FUNERAL DIRECTORS

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**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 processes, 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. 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. 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-epichlorohydrin base resins, 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. Products containing any chloride or fluorides are prohibited e.g. melamine. The exception to the foregoing in the use of polystyrene, which is restricted to the coffin nameplate only, and this must not exceed 20 grams of weight.

**LINING OF THE COFFIN.** The use of sawdust or cotton-wool must be avoided. If circumstances require, suitable sealing material may be used manufactured from polythene not exceeding 75 microns in thickness, but no metal, rubber or PVC will be permitted and on no account must pitch or similar substance be used. Lead or Zinc linings are not permitted, nor is the use of shredded paper within a coffin.

**SIZE OF THE COFFIN.** Where the external dimensions of a coffin are likely to exceed length 86 inches (218cm): width 40 inches (102cm): depth 29 inches (74cm) the duty officer at the crematorium must be given advance notice, no later than two days prior to the service. Bariatric cremations are conducted in the Old Chapel and an early morning booking time must be taken.

**CLOTHING.** 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 prosthesis or cast of plaster or other material. Additional items, particularly of glass or plastic, should not be placed in the coffin.

**NOTICE OF CREMATION.** The Funeral Director must observe the Cremation Authority's regulation regarding the length of notice to be given for a cremation and the time of the cremation, as agreed, must be strictly adhered to. All statutory and non-statutory forms and certificates, as required by the Cremation Authority, must reach the cremation office at 25 Bothwell Street, Glasgow, G2 6NL by the specified time

**CREMATION OF INFANTS.** In cases where bereaved parents desire the cremation of the body of an infant, they should be warned that there may be occasions when no tangible remains are left after the cremation process has been completed. Every effort and care however will be undertaken to maximise recovery of ashes.

**CREMATED REMAINS.** Ashes are released in an industry standard bio-degradable receptacle.

<b>Funeral Directors</b>		<b>Telephone Number</b>	
<b>Address</b>			

**We declare that the coffin and its fittings conform to the requirements detailed above**

<b>Signed on and behalf of the above</b>	
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**NOTE: The Directors of the Scottish Cremation Society, Limited, reserve to themselves the right of refusing to carry out Cremation in any case without assigning any reason.**

Visitors: The Crematorium is open to visitors on Sundays from 11am to 3pm

Some of the information requested above constitutes the "personal data" of the person completing this form. Scottish Cremation Society Limited is the data controller in respect of that data. We have a legitimate interest to use this information to process your application and once your application is accepted to carry out our obligations and exercise our rights in respect of that contract. If you do not provide information it may affect our ability to perform the contact. We will only share this information where necessary to provide you with the services that you receive from us. Information will only be shared with third parties that we trust and where appropriate arrangements are in place.

We will hold your personal data for as long as we are providing services to you and for a maximum of 7 years depending on the type of data concerned for further detail, please see our data retention policy.

You have rights in relation to your personal data and can make a request to us to exercise those rights. As a data subject, you have a number of rights in relation to your personal data. These are set out in more detail in our Privacy Policy but a summary of the rights are as follows:-

- The right to access information about the personal data we are processing and to obtain a copy of it;
- The right to require us to change incorrect or incomplete data;
- The right to request that we erase or stop processing your data in certain circumstances; and
- The right to object to the processing of your data where we are relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights, or if you have any concerns about how your personal data is being processed, please contact us on the contact details above.

If you still believe that we have not complied with your rights, you can complain to the Information Commissioner. Contact details are available at <https://ico.org.uk/make-a-complaint/>

[Please see our Privacy Policy and Data Protection Policy for further details of how we use your personal data.](#)