

# Supplementary Form for a Cremation at Aberdeen Crematorium

**For Office Use Only:**

Cremation Number:

Date of Cremation:	FD:	App. Form:
Time of Cremation:	Forms Rec'd: 8 14 MC E1	Checked by:

**The section below to be completed by the applicant:**

**Baby's name (if given):**

Enquiries regarding the availability of Chapels and bookings for cremations, services, etc should be made with the Crematorium Office telephone 01224 070122. Your Funeral Director may do this on your behalf.

This form, the Application for Cremation Form and the appropriate certificates/forms (eg Form 8, Form 14, Medical Certificate, Form E1) must be lodged **no later than 12 noon on the working day prior to the date of cremation** with Aberdeen Crematorium, Bereavement Services Office, Skene Road, Aberdeen AB15 8PT. Saturdays and Sundays are non working days. The office is open Monday to Friday between the hours of 8.30 am and 4.30pm and the telephone number is 01224 070121 or email: [cremationapplications@aberdeencity.gov.uk](mailto:cremationapplications@aberdeencity.gov.uk)

**Note:-** Aberdeen City Council reserve themselves the right of refusing to carry out Cremation in any case without assigning any reason.

**Name of Applicant:**

Is there to be a Chapel Service at Aberdeen Crematorium?  Yes  No

If yes, please supply the information requested below (No. 1 to 7), if no, go to No.8

- Which Chapel has been booked?  West Chapel (270 seats)  East Chapel (96 seats)
- Has an additional service time been booked?  Yes  No
- Which entrance is to be used to receive coffin?  Main (Front Entrance)  Private Entrance
- Is the funeral private?  Yes  No (If yes, name will not be shown on displays)
- Name of person to officiate at the service:
- Do you wish the Crematorium to book an organist?  Yes  No (Organists are employed by the Funeral Director)
- The applicant/Funeral Director should contact the Crematorium office on 01224 070122 with regard to music and multi-media visual tributes.

**Music** - The Crematorium has a large library of recorded music and we can accept music from CDs, USB sticks (mp3; wav; wma) and by email (mp3; wav; wma) to [CrematoriumMedia@aberdeencity.gov.uk](mailto:CrematoriumMedia@aberdeencity.gov.uk) We require to receive music 36 hours prior to the day of the service.

**Multi-Media Visual Tribute Additional Options** - There are 2 large screens within both chapels at Aberdeen Crematorium for the option of displaying visual tributes. The charges for these optional services can be viewed on Aberdeen City Council's website.

**Single Image** - a photograph or other image eg the Order of Service can be displayed on the screens throughout the service.

**Slideshow** - a slideshow of up to 35 images can be played on a loop throughout or once at a time of your choosing. Slideshows can be prepared by the family or by crematorium staff.

**Video** - a video provided in digital format by the family can be shown at a time of your choosing. Please contact the Crematorium with regard to the format to ensure compatibility.

Images for preparing visual tributes require to be received 36 hours prior to the day of the service and be in jpeg or tif formats or hard copy images/photographs. Digital items can be emailed to [CrematoriumMedia@aberdeencity.gov.uk](mailto:CrematoriumMedia@aberdeencity.gov.uk) A family prepared slide show on Microsoft PowerPoint can be received 12 hours prior to the day of the service.

## 8. Ashes/Cremated Remains

The scattering of ashes is the method used for dispersing of the ashes within the Gardens of Remembrance at Aberdeen Crematorium, Hazlehead. Applicants can choose to scatter ashes in the Garden of Remembrance at Kaimhill by stating this location on the application for cremation form. Alternatively, ashes can be interred in a lair within a cemetery. Lairs are available for purchase from Bereavement Services, Aberdeen Crematorium, Skene Road, Aberdeen AB15 8PT Tel: 01224 070121.

Where relatives have chosen to be present at the scattering of ashes, please contact the Crematorium Office on 01224 740722 to arrange a suitable appointment.

The scattering of ashes with no family attending will take place with all due reverence approximately 7 days after the cremation.

Ashes can be collected from the Crematorium Reception Office and will be available no earlier than 24 hours after the cremation takes place. Identification will be needed when ashes are collected.

## 9. Environmental Impact, Code of Practice and Further Information

Aberdeen City Council is a member of the Federation of British Cremation Authorities (FBCA) and cremations are carried out in accordance with its published codes including the Code of Cremation Practice.

Aberdeen City Council is committed to minimising its environmental impact. To minimise the number of cremators in daily use, there may be occasions when a cremation is not carried out on the same day as the funeral service/booking. However, cremations will be carried out within 24 hours of the service/booking. If it is imperative that a cremation is carried out on the same day as the funeral, then a written statement to this effect must be attached to this form.

Further information on Aberdeen Crematorium and Bereavement Services including floral tributes, memorial facilities, charges and procedures can be viewed on Aberdeen City Council's website at [www.aberdeencity.gov.uk/bereavementservices](http://www.aberdeencity.gov.uk/bereavementservices)

Aberdeen City Council has a number of memorial options available. If you wish to receive details on memorial options please tick this box:

If you wish details to be emailed please provide an email address:

I HEREBY UNDERTAKE to abide by and be bound by the general instructions and management rules enacted from time to time by the City Council and I absolve the City Council 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, the act of God, or through any other cause whatever, and also for any delay or inconvenience in the arrangements for Cremation.

Signature of Applicant:

Date:

### **This section to be completed by the Funeral Director:**

We confirm that the coffin to be presented for cremation at the above stated date and time is suitable for cremation and has been constructed in accordance with the instructions available from Aberdeen Crematorium.

We confirm that we are aware of the current procedures for baby and infant cremations at Aberdeen Crematorium including the prospects of ashes being recovered and acknowledge that literature on this subject is available from Aberdeen City Council. We understand that mothers and/or families of infants considering cremation should be advised of the above and reminded of the availability of the option of burial.

Signature of Funeral Director/  
Hospital's representative

Date:

### **How we use your information**

Aberdeen City Council collects and records information about you as part of the process of providing you with a cremation and associated bereavement services including memorial facilities.

The Council shares specific parts of the information you provide with the Council's Finance Section for the purpose of invoicing.

### **How long we keep your information for**

Under the Burial and Cremation (Scotland) Act 2016 and Cremation (Scotland) Regulations 2019 the Council is required to keep cremation application forms and any accompanying documentation and certificates for 50 years and to keep cremation registers indefinitely.

### **Your Rights**

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by emailing

[DataProtectionOfficer@aberdeencity.gov.uk](mailto:DataProtectionOfficer@aberdeencity.gov.uk) or in writing to The Data Protection Officer, Marischal College Aberdeen, AB10 1AU.

More information about all of your rights is available at [www.aberdeencity.gov.uk/your-data](http://www.aberdeencity.gov.uk/your-data) or from the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk), who are responsible for making sure organisations like the Council handle your data properly and in line with the law.

### **Our legal basis**

Aberdeen City Council is the Data Controller for this information. Wherever we process personal information we need to make sure we have a legal basis for doing so in data protection law. The Council understands our basis for processing this information as Article 6(1)(e) of the General Data Protection Regulation. This is because this is part of our public task which we carry out under the Burial and Cremation (Scotland) Act 2016, and the Cremation (Scotland) Regulations 2019.