



Crematorium use only  
CN

Clyde Coast and  
Garnock Valley  
**Crematorium and  
Memorial Garden**

## **SUNSET SERVICE SUPPLEMENTARY FORM FOR THE CREMATION OF:**

Full name of the deceased\*

Date and time of service\*

**This form must be signed and approved on  
the back page 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.

# SUNSET SERVICE DETAILS AND GREENER FUNERAL POLICY

Our sunset services last for 30 minutes. This allows 20 minutes in the Ceremony Hall and 10 minutes to greet guests and view the floral tributes.

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.

Clyde Coast and Garnock Valley 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 be required to shut down for essential 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, The Hurler Crematorium in East Renfrewshire.

*\*\*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.*

## ARRANGING YOUR SUNSET SERVICE

Jennifer Park, Funeral Celebrant for Clyde Coast and Garnock Valley Crematorium, will meet with you at the crematorium (or online) prior to the service to prepare a ceremony tailored to your needs. Ideally, this should be at least one week before the service. Once written, the words for the service will be emailed to the applicant for the cremation 48 hours before the day of the ceremony.

A maximum number of 30 family members and guests can attend a Sunset Service. We will not advertise the details on our website due to the private nature of this type of service.

### MAIN POINT OF CONTACT

NAME:	<input type="text"/>	TEL/MOB:	<input type="text"/>
EMAIL:	<input type="text"/>		

During the committal, do you wish the voile curtain to close or remain open?

☒

CLOSE

☒

OPEN

Flowers to be returned or remain in our Garden of Remembrance?

☒

RETURN

☒

REMAIN

Please specify any retiring collection:

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. We cannot, however, 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.

	NAME OF TRACK	ARTIST / BAND / COMPOSER
Entry		
Reflection / Committal		
Retiral		

Please tick if you have ordered:

☒

Webcast

☒

Single image

☒

Slideshow

☒

Service recording

# 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, 915mm (36") in width and 610mm (24") in depth. Maximum weight permitted is 225kg (35 stones).

COFFIN TYPE:  WIDTH:  DEPTH:  LENGTH:

**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.



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

Name of Funeral Director or Arranger:

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Company name:

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Company address:

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Telephone number:

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Signature of Funeral Director or Arranger:

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## 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 on Mother's Day, Father's Day and at Christmas time. Please tick the box if you do NOT wish us to notify you of these special memorial services ☐

## METALS RECYCLING

Clyde Coast and Garnock Valley Crematorium is a member of the Institute of Cemetery and Crematorium Management' 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 [clydecrematorium.co.uk/news](http://clydecrematorium.co.uk/news). Please advise your Funeral Director if you would like all metals returned to you following the cremation.

## 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.
- 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.

Signature of applicant:

Name of applicant (block capitals):

Applicant's email address:

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@clydecrematorium.co.uk](mailto:papers@clydecrematorium.co.uk)**

*or deliver to:*

Clyde Coast and Garnock Valley Crematorium  
A760 Largs – Kilbirnie Road, Dalry, North Ayrshire, KA24 5LE

Tel: 01475 607140