

Cremation booking form

Use this form to book a cremation at Karori crematorium.

Deceased	
Family name:	
First name/s: <i>(legal name on the Death Certificate)</i>	
Preferred name for the chapel sheet:	
Last address:	
Date of birth:	Date of death:
Gender:	Religion: <i>(if applicable)</i>

Chapel booking	
Date of service:	Time of service: am/pm
Chapel: <input type="checkbox"/> Small <input type="checkbox"/> Main	
Service type: <input type="checkbox"/> Committal (30 minutes) <input type="checkbox"/> Full (1 hour)	
Duration: (hours) <input type="checkbox"/> 0.5 <input type="checkbox"/> 1.0 <input type="checkbox"/> 1.5 <input type="checkbox"/> 2.0 <input type="checkbox"/> 2.5 <input type="checkbox"/> 3.0	
Attendant required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
A Wellington Cemeteries attendant will meet the family or funeral director 15 minutes before the service, unless otherwise requested.	
Facilities required: <input type="checkbox"/> Casket lowering <input type="checkbox"/> Curtains only <input type="checkbox"/> Cross cover	
Other instructions:	

Cremation only - no chapel service	
Delivery date:	Delivery time: am/pm

Artificial joints
Unless 'No' is ticked, joints will be recycled. NB: All joint recycling proceeds are donated to CANTEEN
<input type="checkbox"/> No, I do not wish to recycle. <input type="checkbox"/> I will collect joint <input type="checkbox"/> Dispose of joint <input type="checkbox"/> N/A
If no, please specify:
Joint recycling helps reduce the depletion of the earth's raw materials and preserves land.

In line with Wellington City Council's commitment to environmental responsibility, plastic casket handles will be removed at the crematorium.

Ash instructions		
If the family's wishes are unknown, you must collect the ashes and return them at a later date with the relevant paperwork.		
<input type="checkbox"/> Will collect	Date:	By:
<input type="checkbox"/> Interment	Forms needed:	<input type="checkbox"/> Burial booking form <input type="checkbox"/> Purchase an exclusive right of interment
<input type="checkbox"/> Attended scattering	Form needed:	<input type="checkbox"/> Sundry booking form
<input type="checkbox"/> Unattended scattering	Unless otherwise specified, Wellington City Council staff will scatter ashes in native bush.	

Casket contents
<input type="checkbox"/> I confirm that the casket will be checked for inappropriate materials, as described in the cemetery sales manual i.e. glass.

Authorisation
I am the person arranging this transaction. I declare that the information given on this form is correct. I/the company will be responsible for paying the Wellington City Council fees. I/the company agree to take all reasonable steps to prevent any damage to facilities and equipment used during the service. If damage is caused, I/the company accept liability for the cost of repairs or replacement as required.
Funeral director and company, or family:
Name:
Email:
Address:
Phone number/s:
Signature: _____ Date: _____

Officer Manager declaration
Cremation record number:
I hereby certify that the body of:
was cremated on: _____ and the remains were disposed of according to the instructions on this form.
Signature: _____ Date: _____
Ash disposal date: _____ Initial: _____
Notes: <i>(record any variances or significant issues)</i>

Scan and email to **cemeteries@wcc.govt.nz**
 Post or drop to **Karori Cemetery, 76 Old Karori Road, Wellington 6012**
 Phone **04 476 6109**