

A minimum of 8 hours working notice is required for cremations and will be confirmed by Council. Cremations cannot take place until all required forms are completed and provided. Email completed forms to cemeteries@whakatane.govt.nz.

Cremation booking details

Day: _____ **Date:** _____ **Time:** _____

Casket Size: _____ **Service Details (Chapel Hire):** ☐ Full (1hr) ☐ Committal (30min) ☐ Backdoor

If the Chapel is required, please be advised that the setting up and restoring of the Chapel to its original condition is the responsibility of the hirer. If interment required, please complete an 'Interment Notice'.

Details of deceased person

Surname: _____ **First name/s:** _____

Date of death: _____ **Age at death:** _____

Late residence: _____

Do you know of have any reason to suspect that the body of the deceased contains a cardiac pacemaker or other biomechanical aid? ☐ Yes ☐ No

Funeral Director/Applicant details

Name of funeral director / family representative: _____

Address: _____

Contact telephone number: _____

Signature: _____

Terms of booking

- Hillcrest Crematorium is open 9:00am to 5pm Monday to Saturday and Public Holidays by request;
- At least 8 working hours' notice is required prior to a cremation taking place - confirmation will follow from WDC staff;
- Family led cremations and out of area funeral directors must provide all required documentation and the signed approval to cremate (Form F) at least 8 working hours prior to the cremation. An invoice will be provided and must be paid prior to a cremation taking place.
- Last booking accepted for a:
 - full service** is 3:30pm
 - committal** is 4pm
 - backdoor** cremation is 4:30pm;
- Any cremation, backdoor or otherwise, which pushes a pre-existing booking past 5pm will incur a charge for the sexton and/or sexton's assistant, as per Council's Fees and Charges;
- Additional staff will be required for oversized cremations (greater than size 16 casket) and relevant charges will apply.
- Public Holiday cremations/chapel hire are by prior arrangement and subject to staff availability;
- Fees and charges are inclusive GST and as per Council's current fees & charges schedule and subject to change.

Office use only

Cremation Cost: _____

Chapel Hire: _____

Additional Charges: *Further charges may be payable for late arrival or late departure.* _____

☐ RECEIVED ☐ CALENDAR ☐ OZONE ☐ RETURN EMAIL/FAX INITIALS _____ WARRANT # _____