

**Leeds City Council, Bereavement Services,  
Hall Lane, Farnley, Leeds, LS12 5HA**

**Telephone – 0113 3788196. Fax – 0113 3367101**

**Office Hours: Monday – Friday 08:00hrs – 16:00hrs**

**OUT OF HOURS CREMATIONS**

In accordance with the Cremation (England and Wales) Regulations 2008, it is illegal to cremate a body without a Medical Referee signing off all the cremation forms and giving written consent.

It is for this reason that it is not legally possible to cremate a body at very short notice and particularly on Bank Holidays and Weekends due to the amount of paperwork required and the requirement for a Medical Referee signature to allow the cremation to take place.

Medical Referees are practicing G.P.'s and are only available for signing off cremation forms between Monday to Friday during normal surgery hours.

Crematorium staff and administrators are not on call for weekend working although with the right amount of prior notice; cremations can be booked in, for out of hours services.

To avoid any delay whatsoever for a Saturday or Sunday cremation all Forms must be completed and handed in at Farnley Hall Administration Office by 10:00 am on the Wednesday prior to the cremation taking place as they must be signed off for cremation by a Medical Referee on that day.

For a cremation to take place in Leeds where the person has died in England\* only, you will need the following:

**Preliminary application for cremation and ashes forms**

These are available direct from our offices or a funeral director. This confirms your appointment with us, provides details of the type of service you wish us to provide and your instructions for care of the cremated remains.

**Application for cremation (Form 1)**

These are available direct from our offices or a funeral director. This must be completed by the nearest surviving relative or executor. If this is not possible please explain why someone else has applied.

**Medical Certificates (Forms 4 and 5)**

If the death was not referred to the coroner, two medical certificates are needed to confirm the cause of death. The two medical certificates are known as Forms 4 (Certificate of Medical Attendant) and Form 5 (Confirmatory Certificate).

Contact the doctor that attended to the deceased. Let him or her know that the body is to be cremated. The doctor will then complete Form 4 and arrange for another doctor to complete Form 5.

However, if a hospital post-mortem has been made and the results are known to the doctor who attended the deceased then only Form 4 will be required.

There is a fee for each certificate which you pay direct to the doctor or hospital. Please ensure that the certificate(s) are delivered to us with the rest of the paperwork as soon as possible. Your funeral director would normally handle this process unless you are arranging the funeral yourself.

**Registrars Disposal Certificate for Burial or Cremation**

After the Medical Practitioner completing the Form 4 has issued the Medical Cause of Death Certificate an appointment must be made at the Registrar's Office to register the death, a green form will be issued by the Registrar and must be handed in with the other completed Forms.

**Corners Certificate (Form 6)**

This will be issued by the Coroner following a post mortem with or without inquest and will take the place of Medical Certificates Forms 4 and 5. There is no fee for this certificate and the coroner's office will normally send us this direct.

## **Authority to cremate by Medical Referee (Form 10)**

This Form will be completed and signed by the Medical Referee to give the authority to cremate the body, this is normally completed two full working days prior to the cremation taking place with the doctor checking the Medical Forms 4 & 5 to ensure they are complete and are acceptable. If this Form 10 is not completed and signed it will not be possible to cremate the body and may delay the funeral. (This Form is usually incorporated on the reverse of the medical certificates 4 & 5). The Medical Referee visits the Administration Office at Farnley Hall every working day to inspect all the documentation. It is only when the Medical Referee has given written consent that a cremation can take place, without this consent the cremation will not go ahead.

\*Please note – For the cremation of an individual who has died outside England or a pre born or still born infant, a cremation cannot take place until a funeral director or our administration office have been contacted as the above forms do not always apply. Further guidance will be given and our office details are above.

**All Cremation Forms should be delivered to the Farnley Hall address above.**

**We need to receive all the forms a few days in advance of the service as soon as they become available however, the latest we will accept the forms is 10am, two full working days prior to the cremation taking place – this however is extended to four full working days if the Applicant for the cremation wishes to view the Medical Forms 4 & 5.**

**Any Forms which are not completed and signed off by a Medical Referee for cremation may cause a delay or possible cancellation of the cremation service taking place.**