



W.S. COLE & SON LTD

Funeral Directors since 1893



THE FUNERAL - Making Arrangements

Arranging a funeral is an exceptional event in most peoples lives. When someone dies it comes as a great shock and nothing prepares you for the emotional distress of losing someone very close. At a time of great personal grief there are many arrangements to be made and legal requirements to be met.

Funeral arrangements should respect the life and dignity of the deceased and also satisfy the expectations or the mourners. Typically funerals are arranged following secular or religious traditions. However, there are no rules governing arrangements provided that the funeral is dignified and within the law. A funeral can celebrate the life and character of the deceased, whilst providing an opportunity for relatives and friends to make a final gesture of respect in any manner considered appropriate. Alternative hearses may include Horse Drawn, Motorcycle or Vintage Vehicles.

Every funeral is a unique event, and there is only one chance to get it right. By entrusting the arrangements to W.S. Cole you will alleviate much of the anxiety associated with the care of the deceased, complying with legal requirements and making the arrangements. We can advise and discuss all aspects of the funeral and you can then rest assured that the arrangements will be carried out to your wishes in a respectful and professional manner. With five generations of experience to call on, we have a wealth of expertise in arranging both traditional and less conventional funerals. As a family business we are proud of our ability to satisfy your requirements.

The funeral director can be contacted at any stage for help and advice, although the earlier you issue instructions the easier the process. If the death has been referred to the Coroner the process may take a little longer. In this case the Funeral Director can liaise with the Coroner's office regarding the timing of the funeral. There are however some things that a funeral director cannot do. The most important of these is the legal requirement to register the death.

If the person died in a house or hospital, the death can be registered by:

- someone present at the death
- an occupant of the house/official from the hospital, if that is where the death occurred
- the person making the arrangements with the funeral directors

Deaths taking place anywhere else can be registered by:

- a relative
- someone present at the death
- the person who found the body
- the person in charge of the body
- the person making the arrangements with the funeral directors

Registration must take place within five days of the death and should be made at your local register office which for Thanet and the surrounding areas is:

**Ramsgate Register Office
Aberdeen House,
68 Ellington Road,
RAMSGATE, Kent, CT11 9ST**

Tel: 08458 247 400

You will need to take the medical certificate of cause of death which was issued by the doctor treating the person who has died. The registrar will need to refer to it when making the registration. If possible, you should also take the deceased's NHS medical card, and the birth certificate (and marriage certificate) may help you provide the necessary information.

The Registrar will issue a Certificate for Burial or Cremation, which can be collected by the Funeral Director. You may require copies of the Death Certificate for legal/insurance purposes.

For further information on registering a death, visit the General Register Office at www.gro.gov.uk

The funeral director will then offer help and guidance, and make arrangements according to your wishes. The following is a list of duties that can be undertaken:

- Arrange a date and time for the funeral, according to your instructions. The funeral director will contact the Church, cemetery or crematorium and/or the person who will be conducting the service, to arrange a mutually convenient date and time.
- Transfer the deceased from the place of death, or from the location to which the deceased has been taken, to their premises, provide practical assistance to allow the deceased to remain at home prior to the funeral, if this is what you request.
- Provide facilities for viewing of the deceased prior to the funeral, according to the family's wishes.
- Provide the necessary vehicles and staff to conduct the funeral with dignity and professionalism, in accordance with your instructions.
- Deal with all necessary paperwork to enable burial or cremation to take place.
- Place death notices in local and/or national newspapers.
- Arrange for catering at a venue of your choice following the funeral.
- Make arrangements for the subsequent disposal of the remains following a cremation.
- Arrange special musical requests for the funeral service, such as a soloist, piper or choir.
- Supply personalised Order of Service sheets
- Liaise with the officiant to provide Order of Service sheets at the funeral service.
- Record the names of those attending the funeral in order to provide you with a list afterwards.
- Order floral tributes on behalf of the deceased's family and/or friends and colleagues.
- Accept and care for floral tributes delivered to their premises prior to the funeral.
- Accept donations for a nominated Charity in lieu of flowers on your behalf, providing the family with a list of those who have donated after the funeral.
- Arrange for transfer of either the deceased or the cremated remains to another area of the country, or repatriation overseas, for a subsequent funeral or disposal, in accordance with your wishes.
- Provide advice and transport to assist with the registration of the death. Please be aware that funeral directors cannot register a death - this is something which must be done by a family member or person closely connected with the deceased.
- Supply obituary cards or 'thank you' cards for use by the family following the funeral service.

- Place "Thank You" and acknowledgement notice, or obituary notices in local newspapers following the funeral.
- Provide information on how to arrange a pre-paid funeral plan.
- Offer a choice of coffins and caskets to suit a range of budgets and individual choice.

Please remember that the arrangements are of your choosing. Please discuss any ideas you have with the funeral director, who will then guide you as to their suitability.

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