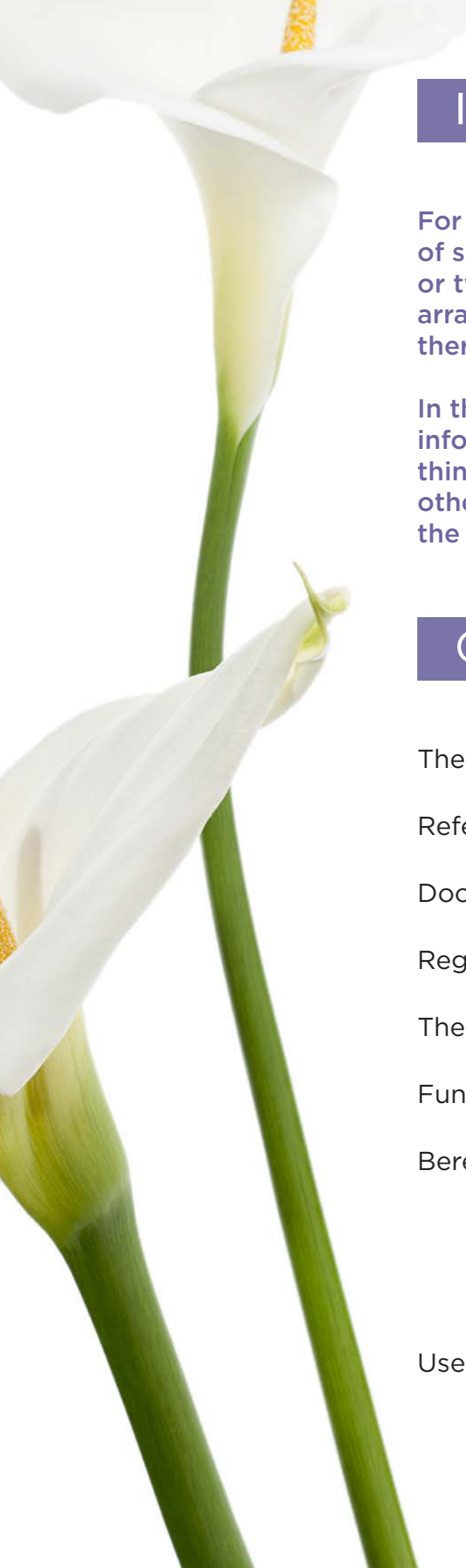




# Calderdale Bereavement Guide



# Introduction

For most of us, having to deal with the death of someone close to us happens only once or twice in our lives. The decisions and arrangements we are expected to make can therefore seem daunting.

In this brochure we provide you with information that can guide you through those things you are required to do by law, and any other aspects you may have to deal with over the coming days and weeks.

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# First Steps

## Immediately after the death

- If the person has died at home
  - If it is an expected death then telephone their GP's surgery. In the case of an out of hours death, you will need to follow the instructions given to contact an on call doctor.
  - For a sudden death then telephone 999, the police and ambulance services will be informed
- If the person has died in hospital or a care home then they will advise you what to do.
- Contact a funeral director, if you intend to use one - if the death occurs at home or in a nursing home the funeral director will need to be contacted to move the deceased to a Chapel of Rest. (see contact details on page 9).

## In the next few days it is important that you

- Obtain a Medical Certificate of Cause of Death (MCCD) signed by a doctor or, if the Coroner is involved (see page 4), take instructions from the Coroner's Officer regarding registration of the death
- Register the death at the Register Office. You will find details on how to do this in the section on 'Registering the death' (page 6)
- Begin arrangements for the funeral - you should check the deceased's will for any special requests.



# Reference to the Coroner

A coroner is an independent judicial office holder, appointed by a local council. Coroners investigate deaths that have been reported to them if it appears that:

- The death was violent or unnatural
- The cause of death is unknown
- The person died in prison, police custody, or another type of state detention.

In these cases coroners must investigate to find out, for the benefit of bereaved people and for official records, who has died and how, when and where they died.

In some cases a Registrar will need to refer a Medical Certificate of Cause of Death to the Coroner. If this is the case they will explain to you why and what the next steps will be.

## Post-mortem examinations

If a coroner decides that an investigation is necessary, a pathologist will normally carry out a post-mortem examination of the body. The options about how this can be carried out will be explained to you by the coroner. The coroner will release the body as soon as possible, after which you can arrange the funeral.

If the post-mortem examination shows the cause of death the Coroner will send a form to the Registrar stating this and you can then make an appointment to register the death.

## Inquests

If it was not possible to find out the cause of death from the post-mortem examination, or if the death is found to be unnatural, the coroner has to hold a public court hearing, known as an inquest.

The inquest will be held as soon as possible and normally within 6 months of the death. The coroner will let you know what to expect in your case and if more time is needed. In some cases there will be a jury present.

At the end of the inquest the coroner, or jury where there is one, will come to a conclusion, including the legal determination of where, how and when the person died. They may make a brief ‘narrative’ conclusion setting out the facts surrounding the death in more detail and explaining the reason for the decision.

The Coroner will send a form to the Registrar showing the findings of the inquest. There is no need to register the death but you will be able to obtain copies of the death certificate from the Register Office.

# Documents that are issued

Some of the forms and certificates you may be issued with are listed below, along with where each of them will come from.

Circumstances	Document(s) to be issued	This will come from
The death is not referred to the Coroner	Medical Certificate (MCCD)	Doctor/Hospital
The death is referred to the Coroner but there is no Inquest or Post Mortem	Medical Certificate and Notification from the Coroner (Form 100A)	Doctor/Hospital Sent directly to the Register Office
The death is referred for further examination and a post-mortem is held	Notification from the Coroner (Form 100B)	Sent directly to the Register Office
There is an Inquest and the body is to be buried	Order for Burial	Coroner sends this directly to the Funeral Director
There is a post-mortem or an Inquest and the body is to be cremated	Coroner’s certificate for cremation	Coroner sends this directly to the Funeral Director
The body is to be removed out of England or Wales	Removal Notice	Coroner sends this directly to the Funeral Director
The body is to be brought in to England or Wales	Evidence that the death has occurred elsewhere. The death is not registered here but a certificate must be issued for a burial or cremation to take place in England or Wales	Coroner or Registrar Usually the paperwork is issued by the Coroner but sometimes the Registrar will issue a certificate of no liability to register
A baby is stillborn	Medical Certificate of stillbirth	Doctor or Midwife



# Registering the death

Once you have the Medical Certificate of Cause of Death (MCCD) from the doctor, or the Coroner has advised you that the relevant paperwork has been sent to the Register Office, you will need to register the death.

If there has been no involvement from the Coroner then the registration should be completed within 5 days of the date of death.

There are certain people who are permitted, by law, to register a death:

- A relative
- A person present at the death
- The person responsible for making the funeral arrangements
- A legally recognised responsible person from the hospital or residential home where the person died

All registrations in Calderdale are done by appointment only. An appointment can be booked online at:

<http://abelcross8/eRegistrar/>

The contact details for Calderdale Register Office are:

**Spring Hall Mansion**  
**Huddersfield Road**  
**Halifax**  
**HX3 0AQ**  
**Tel: 01422 288080**  
**Email: [register.office@calderdale.gov.uk](mailto:register.office@calderdale.gov.uk)**

The only document that you **must** bring to the registration appointment is the MCCD if one has been issued.

It is helpful to bring the deceased's birth, marriage or civil partnership certificates if available. The deceased's medical card should also be brought to the appointment wherever possible.

The Registrar will need to know:

- The full name and surname of the person who has died
- Any other names they may have been known by, including the maiden name of a woman who has been married
- The usual address of the deceased
- The date and place of their death
- Their date and place of birth
- Their present or last occupation
- If they were married or in a civil partnership their spouse or partner's full name and occupation
- The date of birth of their surviving spouse or partner.

Once all the information has been recorded the registrar will print out a copy of the register entry and ask you to check it carefully. It is important to do so as there is a fee of up to £90 for corrections made at a later date. You will then be asked to sign the register page to confirm that the information it contains is correct.

The registrar will issue you with:

- A green certificate to give to your funeral director to enable the burial or cremation to take place
- A white certificate (known as a BD8) that can be sent to the Department for Work and Pensions with details of any pensions or benefits the deceased was claiming.
- A reference number to access the DWP's Tell us Once Service. This can be used to notify Government and Local Council services that a person has died.

**These forms are issued free of charge.**

Certified copies of the register entry can also be purchased at the appointment. These may be needed to sort out the estate of the person who has died, for example by their bank, or to claim on an insurance policy. A statutory fee is chargeable which you will be advised of at the time of booking the appointment. You can pay in cash or by credit/debit card.



# The role of the Funeral Director

Funeral Directors are there to provide a professional and sympathetic service and make sure your funeral arrangements are carried out in accordance with your wishes. While it is possible to organise a funeral without the help of a Funeral Director, many people choose to use one because they have experience in making arrangements at what can be a difficult and stressful time.

The Funeral Director will:

- Remove the deceased’s body from home or the mortuary
- Meet the person arranging the funeral and discuss arrangements for the service
- Liaise with Churches for services being held there
- Liaise with Bereavement Services to arrange the cremation or burial and advise of all relevant instructions
- Arrange the attendance of a Minister or Civil Celebrant
- Make the necessary payments (disbursements) on your behalf, to include cemetery or crematorium fees, doctors’ fees, Ministers fees etc.
- Ensure all necessary official documents are completed and delivered to the Crematorium within the required timescales
- Transport the coffin and any floral tributes to the crematorium or cemetery
- Ensure the funeral service is carried out in accordance with your wishes

The Funeral Director should give you costs in writing.

There are two trade associations which Funeral Directors may join, although they do not have to – the National Association of Funeral Directors and the National Society of Allied and Independent Funeral Directors – you may wish to check this before choosing.



# Funeral Directors in Calderdale

Name	Address	Telephone No
Amanda Dalby Funeral Services	The Funeral Parlour Salterhebble, Halifax	01422 253593
Brighouse Funeral Care	44 Bradford Road, Brighouse	01484 713512
Emanuel Funeral Services	259 King Cross Road, Halifax	01422 647598
Emotions Funeral Services	North Lodge Stoney Royd, Halifax	01422 345472
Hebden Bridge Funeral Services	8 Albert Street, Hebden Bridge	01422 842663
Lawrence Funeral Services	Green Hayes Bell Hall, Halifax	01422 897290
B J Melia & Sons	64 Gibbet Street, Halifax	01422 354453
Andrew Naylor & Family	Church View, Ripponden	01422 377840
Naylor & Grysdale	Spring Gardens Chapel of Rest, Lightcliffe Road, Brighouse	01484 715332
Robertshaw Greenwood	Albert Street, Hebden Bridge	01422 842044
S & W Riding Funerals	Chapel of Rest, Clare Road, Halifax	01422 353970
Screen Dennis	Brookfoot, Brighouse	01484 719999
Simpsons	South Lane, Elland	01422 372666
Springhead Funeral Services	Stainland Road, Greetland, Halifax	01422 327382
D Sutcliffe & Sons	8a Willow Street, Sowerby Bridge	01422 831095
Todmorden Funeral Services	30 Halifax Road, Todmorden	01706 816024
Valley Funeral Directors	Valley Road, Hebden Bridge	01422 842683
Warburtons	Priestwell Buildings, Broadstone Street, Todmorden	01706 813329
Williamson Funeral Service	Beech Royd Beech Road, Sowerby Bridge	01422 833956
Wood Charles	Bramston Street, Brighouse	01484 720811

(Correct at time of publication)

# Bereavement Services in Calderdale

The contact details for Calderdale Council's Bereavement Services are:

**Park Wood Crematorium**

**Park Road**

**Elland**

**HX5 9HZ**

**Telephone 01422 372293**

**Email: [parkwood.crematorium@calderdale.gov.uk](mailto:parkwood.crematorium@calderdale.gov.uk)**

## Cremations



**Park Wood Crematorium** is situated just outside Elland town centre on the way to Brighouse. The main building is situated at the top of the drive, surrounded by peaceful gardens of remembrance, lined with cherry trees and memorials to loved ones.



The main crematorium chapel can seat 88 people, with additional standing room at the back. For larger services there are television screens in the foyer, where the service can also be watched. Web broadcasts and DVD/CD recordings are available.



For families and friends wanting to remember their infants there is the smaller, and more intimate, Snowdrop Chapel.



The building is fully accessible with ramps, a lift, a hearing loop service and dedicated parking spaces. There is a spacious waiting room overlooking the grounds, with hot and cold drinks available.

A **cremation service** is allocated a 45 minute slot with the option to extend this if required (at an additional cost). The way in which the service is conducted is a matter of personal choice; your Funeral Director can guide you with this. The whole of the service can take place at the crematorium, or this can follow a service held at a Church or Chapel of Rest.

On arrival the coffin will be transferred into the chapel where it will rest on the catafalque for the duration of the service. Mourners often choose to follow the coffin and bearers into the chapel.

Music can play an important part in the proceedings. It is usual for music to be played on entry and exit, with hymns being sung during the service. However you may wish to choose popular or classical music, or a combination of them all.

Bereavement Services are able to provide a large selection of music using the Wesley Media System

(<https://www.wesleymedia.co.uk>).

They can also arrange for video or picture tributes to be played on the large TV screens in the chapel and overflow area. Your Funeral Director will be able to advise you about arranging this and any charges involved.

At the point of committal the curtains in front of the catafalque can be closed, or they can remain open until the mourners have left. At the end of the service the mourners leave by the front exit door and make their way to the floral display area to view any tributes that have been placed. The coffin is then taken in to the crematory area where the cremation process takes place

Following the cremation the cremated remains, or ashes, are available for collection or for your chosen method of disposal. Your funeral director will usually arrange this for you. Bereavement Services offers a choice of disposal options including scattering in the gardens of remembrance by staff, or scattering in the grounds with family present. Weekend and Bank Holiday appointments are available for those that cannot attend during the week.

If you do not wish to scatter your loved one's cremated remains we have other options for you to consider such as ash vaults which are situated in the grounds of Park Wood or half grave spaces available at our cemeteries for the interment of ashes.



## Burials

There are nine operational cemeteries in Calderdale:

### Booth Burial Ground

Booth Hill  
Luddenden  
Sowerby Bridge HX2 6SY

### Brighouse Cemetery

Lightcliffe Road  
Brighouse HD6 2HH

### Clifton Cemetery

Towngate  
Clifton HD6 4LR

### Elland Cemetery

Exley Lane  
Elland HX5 0SW

### Luddenden Cemetery

Stocks Lane  
Luddenden HX2 6PR

### Rastrick Cemetery

Carr Green Lane  
Rastrick HD6 3LT

### Sowerby Bridge Cemetery

Sowerby New Road  
Sowerby HX6 1DY

### Stoney Royd Cemetery

Water Lane  
Halifax HX3 9HR

### Soyland Cemetery

(contact Ripponden Parish Council  
107 Halifax Road  
Ripponden HX4 4BA)

New graves are available in all of our cemeteries for the burial of coffins and/or cremated remains. If you would like to purchase a grave then please make an appointment to meet the Senior Cemetery Officer. They will be able to give you the necessary forms and price information.

Bereavement Services officers carry out the burial service by arranging and preparing the grave space prior to burial and overseeing arrangements to ensure the grave side service and interment take place safely and smoothly.

Immediately after the service, when the mourners have left, the grave will be filled in and any floral tributes placed on it. These will be left in place for approximately two weeks before being removed at a time when bereavement officers feel they have completely faded and died.

Approximately 12 months after the burial, to allow for the soil to settle, a memorial may be placed on the grave. During this time you may wish to consult with more than one registered monumental mason and obtain quotes. (Contact details are available from the National Association of Memorial Masons or the British Register of Accredited Memorial Masons, see Useful Contacts). They will be able to advise you on the necessary steps that must be completed.

Bereavement Services can offer a wide range of memorials for public graves and garden of remembrance plots where cremated remains have been interred. However, for graves purchased in a cemetery, any memorials erected must be made by a registered monumental mason.

## Useful Contacts

### National Association of Funeral Directors

For advice on choosing a Funeral Director and making funeral arrangements

Telephone - **0121 711 1343**

Email - **info@nafd.org.uk**

Web - **www.nafd.org.uk**

### National Society of Allied & Independent Funeral Directors

For advice on choosing an Independent Funeral Director and making funeral arrangements

Telephone - **01279 726 777**

Email - **info@saif.org.uk**

Web - **www.saif.org.uk**

### National Association of Memorial Masons

For advice on selecting a suitable memorial and locating your nearest memorial masons

Telephone - **01788 542264**

Email - **enquiries@namm.org.uk**

Web - **www.namm.org.uk**

### British Register of Accredited Memorial Masons

For advice on selecting a suitable memorial and locating your nearest memorial masons

Telephone - **01452 346 741**

Email - **bramm@bramm-uk.org**

Web - **www.bramm-uk.org**

### Cruse Bereavement Care

Provides a nationwide service of bereavement counselling, advice and information

Telephone - **0808 808 1677**

Email - **info@cruse.org.uk**

Web - **www.cruse.org.uk**

### The Lullaby Trust

For babies who have died suddenly or unexpectedly

Telephone - **020 7802 3200**

Email - **support@lullabytrust.org.uk**

Web - **www.lullabytrust.org.uk**

### The Stillbirth and Neonatal Death Society (SANDS)

Offers support to parents bereaved through stillbirth and neonatal death

Telephone - **020 7436 5881**

Web - **www.helpline@uk-sands.org**

### The Miscarriage Association

Offers support and information on all aspects of pregnancy loss up to 24 weeks gestation

Telephone - **01924 200799**

Email - **info@miscarriageassociation.org.uk**

Web - **www.miscarriageassociation.org.uk**

### Calderdale Help In Bereavement Services

Offers a unique, free, befriending service that provides emotional support to bereaved adults living in the Calderdale area

Telephone - **0845 0099220**

Web - **www.chibs.org.uk**

### The Samaritans

Offers 24 hour support regardless of the nature of the problem

Telephone - **116 123**

Email - **jo@samaritans.org**

Web - **www.samaritans.org**



**This guide has been produced jointly by Calderdale  
Bereavement Services and Calderdale Register Office**

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Park Road  
Elland  
HX5 9HZ**

**Calderdale Register Office  
Spring Hall  
Huddersfield Road  
Halifax  
HX3 0AQ**

