

# PRE – PLANNING

## Planning For Your Future Care

Have you thought about how **YOU** would like to be cared for in the future?



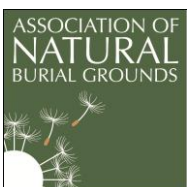
## HAVING YOUR FINAL SAY

Respect Natural Woodland Green burial Parks

[www.respectgb.co.uk](http://www.respectgb.co.uk)



For more free updated information please e-mail [info@respectgb.co.uk](mailto:info@respectgb.co.uk) or call 01427 612992



# PRE – PLANNING

*Pre Planning; - The final parts of your life*

*In the checklist below are some of the areas that people often leave it too late to discuss.*

If you want to know more about any of these areas, then visit the Dying Matters website [www.dyingmatters.org](http://www.dyingmatters.org)

**It is important to think about all the things you want well in advance, talk to your loved ones, write it down and keep it safe.**

## **1. Consider legal and financial matters:**

- Make a will, get legal advice if necessary
- Think about the costs, consider insurance, a funeral plan, saving money with a green funeral
- Do you need financial help to support you and your family with care costs, transport?
- Plan for the care of dependents

## **2. Save other lives - through organ donation:**

- If you want to donate any organs to save other lives or leave your brain or body to medical research, e.g. to help with dementia, write it down and tell your family.
- 

## **3. Make a plan for what you want when you die:**

- The type of care you would like towards the end of your life.
- Where you would like to die?
- Whether you have any particular worries you would like to discuss about being ill and dying?
- Whether you want to be resuscitated or not?

## **4. Consider how you would like to be remembered:**

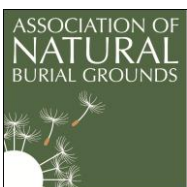
- What would you like people to know before you die?
- Messages, memory boxes, this is a great keep sake for your relatives
- Videos for loved ones

## **5. Plan your funeral arrangements:**

- What do you want? Ordinary burial or a natural green funeral to help continue the cycle of life?
- Any service, memorial service, wake, celebration of your life?
- Plan a Living Wake / Living Funeral to help everyone come to terms with the situation to hug and see you whilst they can. Can be an early Birthday / Xmas party, a blessing of wedding vows or simply a huge gathering for Sunday lunch
- What songs, messages, themes do you want? Do you want a disco so people can dance and enjoy the gathering?
- Who do you want to attend?

## **6. Prepare for bereavement**

- If you need help or advice please visit the following for support. [www.bereavementadvice.org](http://www.bereavementadvice.org)
- Find out what to do about legal and financial matters after death [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)



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**Things you need to consider, plan and prepare**  
**When dealing with someone who is nearing the end-of-life or when death occurs**

Dear Sir / Madam

Update 31/3/11

We hope you will find this information we have gathered helpful.

Respect Natural Burial offer the following as a reminder of the documentation and things you need to think about when putting your affairs or those of your family member/loved ones in order to help alleviate some of the stress the loved ones who will be left behind have to face when the time comes.

**REGISTRATION OF A DEATH AND DOCUMENTATION REQUIRED:**

In England and Wales a death must be registered by the registrar of births and deaths for the area in which the death occurred. The death must be registered within 5 days.

**When registering a death you should take the following:-**

- The medical certificate with cause of the death of the deceased
- The deceased National Health Medical Card and or National Insurance number
- The deceased Birth Certificate and Marriage Certificate

**You should inform the registrar of the following:**

- Full name of the deceased
- Their home address
- Date and place of birth
- Last occupation
- Whether they were in receipt of a pension or allowance from public funds
- Date of birth of Surviving Partner

**If the deceased was a married woman, the following is required:-**

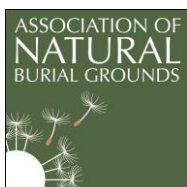
- Maiden name
- Husband's full name (even if deceased)
- Husband's last occupation (even if deceased)

**From the informant, the following is required:-**

- Your full name
- Your address
- Your relationship to the deceased

**The registrar will give you the following:**

- A certificate of burial or cremation (known as the green form) unless the death has been referred to the Coroner. This form must be handed to the Funeral Director.
- A certificate of Registration of Death (White Certificate) This form is for Social Security purposes only
- The death certificates. These forms are required for the will, pension claims, closing bank accounts etc. The registrar will make a small charge for these copies.



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# RESPECT

## WOODLAND GREEN BURIAL PARKS

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### **Sudden deaths, the coroner and inquests:**

The coroner is a doctor or lawyer responsible for investigating deaths in the following situations:

- The deceased was not attended by a doctor during their last illness
- The deceased had not seen a doctor within 14 days before their death
- The death was violent or unnatural
- The death occurred during an operation, or the deceased was under the effects of an anaesthetic
- The death occurred in prison or in police custody
- The death may be as a result of an industrial illness.

The coroner may arrange for a post mortem examination of the deceased. The consent of the relatives is not needed for this but they can choose a doctor to be present. It is important and a legal requirement to know the cause of death. An inquest is an enquiry into the medical cause and circumstances of a death. It is held in public, sometimes with a jury. The enquiry by the coroner is performed to best serve both the public interest and the interest of the relatives. The coroner will hold an inquest if the death is one of the following:

- Violent or unnatural
- Caused by an industrial disease
- In prison or police custody
- The cause of death remains uncertain after the post mortem examination.

Following the coroner's conclusions, the deceased can be released into the care of a funeral director or yourself if you wish to organise the funeral with family and friends. Different forms and certificates may be issued and you will need all of these with you as the arrangements progress.

### **Costs, Services and Disbursements.**

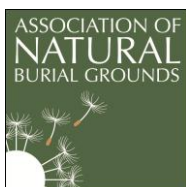
In all aspects of the Natural Green Funeral Arrangements our staff will point out the procedures and legal requirements although we strongly advise that you arrange the funeral through a professional funeral director who will give a full written estimate which will be given to the person responsible for arranging the funeral. Our account is divided into two parts, the deceased Right of Burial (this may be pre-paid) and the disbursements which include the digging and preparation of the grave our documentation and necessary personal attendance. Disbursements may include any additional requirements such as: Marquee hire, food & refreshments

Our written estimate will detail the approximate cost of any disbursement and you may be able to receive help towards the costs of a funeral through the social fund.

The social fund is part of the social security system. If you are responsible for the arrangements you may get help if you are in receipt of any of the following:-

- Income Support
- Income based Job Seekers Allowance
- Housing Benefit
- Council Tax Benefit
- Working Families Tax Credit (must include the severe disability element or the disability element)
- Child tax Credit (must be the higher level than the family element)
- Pension Credit.

If you think you may be able to claim, Social services will provide the appropriate forms. If the social fund is satisfied that a grant is appropriate they may make a contribution toward part or all the cost of a funeral.



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### Social Fund -Bereavement Benefits

- There are three types of bereavement benefit. These may be payable on the death of a husband, wife or civil partner.
- The amount you can get is based on your husband's, wife's or civil partner's National Insurance contributions and usually only available to people under pensionable age.

The three benefits are:

#### Bereavement Payment

- A lump sum of £2,000 paid to people who have been bereaved and who qualify. ( see above):

#### Widowed Parent's Allowance

- A weekly benefit paid to widowed parents who qualify (see above)

#### Bereavement Allowance

- A weekly benefit paid to people who have been bereaved and who qualify (see above)

Form BB1 can be obtained from your local Job Centre Plus and all bereavement benefit claims must be made using this form or visit [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

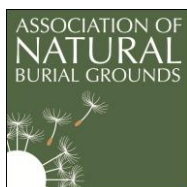
***It is important to note that there are time limits affecting all benefit claims. If you apply too late it may affect the amount you receive or you may receive nothing at all.***

You may be entitled to get help towards funeral costs when a family member dies.

The Bereavement Advice Centre provides guidance on legal issues and benefits when someone dies. To speak to an advisor call Freephone on 0800 634 9497, or visit [www.bereavementadvice.org](http://www.bereavementadvice.org).

#### Organisations to be informed of the death:

- Car Insurance – Documentation will have to be changed as you are not legally insured to drive if the policy is in the deceased name
- Social Services/District Nurses – if there is equipment belonging to either of these, it must be returned
- Hospital and/or Family Doctor – Any outstanding appointments should be cancelled
- Employer or Professional Association
- Inland Revenue
- Social Security – Form 344/BD8 needs to be completed to cancel any direct payments into a bank account This white certificate is provided by the Registrar of Deaths, e.g. Carers allowance, Child Benefit, Tax Credits, Disability Living Allowance,
- Local Council – Cancel any housing/rate benefits and council tax. Electoral Services
- Gas, electric, water, telephone and cable companies – Cancel accounts if appropriate
- Post Office – Arrange redirection of mail, a small charge may be made
- Credit Card Companies – Cancel cards and pay up accounts.
- Banks and Building Societies – Accounts need to be closed and any joint accounts need to be amended
- Investments and insurance policies – Premium bonds are not transferable. The Post Office will issue you with a form that needs to be sent to the bonds and stocks office. For further advice we suggest that you consult a financial advisor or accountant.
- Store Cards – Loyalty charge and credit need to be cancelled.



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### Items you may need to cancel.

Meals on wheels, home help home care, milk, newspapers, magazine subscriptions, lottery tickets, appointments, chiropodist, dentist, eye specialist, hairdresser, gardener, charitable donations.

### Items to be returned:

- Passport – You should return the passport to the Passport Office, UK Passport Agency, 5<sup>th</sup> Floor, India Buildings, Water Street, Liverpool.
- Driving Licence – You should return the driving licence to DVLA, Swansea, SA99 1AA
- Vehicle registration documents – to change the name of ownership
- Car Insurance – To change policy holders name or a refund may be issued
- Television Licence – to change name or a refund may be issued
- Season tickets and club membership cards – A refund may be issued
- National insurance papers.
- Blue badge parking permit.
- Library Cards

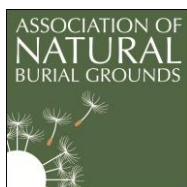
### If the Property is Unoccupied:

Make sure all windows and doors are properly locked and secure. If there are any cat/door flaps make sure they are secured. Valuables and cash should be removed to a place of safety. In winter leave some heating on as this will prevent any pipes from freezing. Make sure that the fridge door is left ajar and that all perishable foods are disposed of. Household plants may need to be attended to. It may be advisable to let a neighbour have a key to remove any free newspapers and post to stop them building up. Blinds or curtains may be adjusted every couple of days hence giving an appearance of the house being occupied. Time clocks can be purchased from most hardware stores which time a lamp or light to turn on and turn off at certain times.

### Frequently Asked Questions about organising a funeral / Celebration of Life?

In our opinion there is no such thing as a normal funeral. Each and every funeral is individual to the family concerned. It is up to the family to pay their last respects and say their final farewell in the manner that is most suitable for them. The following information is here to help answer questions that we are most often asked about the funeral and services associated with it.

- Q** How many people can be seated in the limousine?  
**A** Typically In each limousine there is room for six people in the rear compartment and room for one in the front with the chauffeur.
- Q** How do we know what to do at the funeral?  
**A** On the day of the funeral the Funeral Director is there to help and guide you, your family and friends if you are unsure of anything please as the Funeral Director.
- Q** Can the family carry the coffin?  
**A** Yes in most instances. Although we would ask that you contact our office to inform us as soon as possible to ensure that it is safe to do so with the type of Eco coffin, pod or shroud you have chosen. 6 able-bodied people are required to carry a coffin safely.
- Q.** Can we visit the deceased and pay our last respect?  
**A** Yes . Most funeral homes are open and available to you at any time.
- Q.** Can we have the deceased brought home?  
**A.** Yes. The deceased can be at the home either on the evening before the service or on the morning of the service so the deceased can leave from home.



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- Q.** Can we choose music to be played at the graveside?  
**A** Yes. You can bring a battery operated CD or tape player. *(Please note that only original recordings are allowed because of copyright laws.)*
- Q.** Can we request donations to charity?  
**A.** Yes. If donations to charity are requested in lieu of flowers..
- Q.** How will I know who attended the funeral service?  
**A** A list of mourners who attended the funeral can be made.
- Q.** What about catering after the funeral service?  
**A.** If you require catering after the funeral we can make arrangements with a Marquee or you can choose a pub or a hotel or restaurant.
- Q.** What about notices for the newspaper?  
**A** If you require either a death notice or acknowledgement in a local or national newspaper, please inform your Funeral Director.
- Q.** When is the funeral account payable?  
**A,** The funeral account is sent to the person responsible for the arrangements or the solicitor, when necessary, about a week after the funeral. The account can be paid by cash or cheque.
- Q.** How soon after the burial can I Plant the Tree?  
**A.** Between October and April. If you have chosen a family plot it will be six months or more before the ground is firm enough to place the weight of a tree and then it must be between October and April.

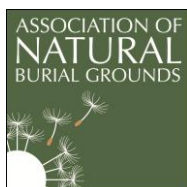
*If you would like to discuss any of the above please contact us and we will be pleased to help you.*

### **Cremation**

As a Natural Green Burial Park we do not recommend cremation as it uses 92 cubic metres of natural gas which is enough energy to run a family home for up to two week and is harmful to the environment. It is responsible for emitting 15% of the toxic mercury output into the atmosphere in the UK. We accept Natural Green Burial is not for everyone and so we will accept to inter ashes of cremated remains when requested plus we will add urns at the time of a green burial when requested.

With cremation you need to pay for an additional doctor's form

- Q.** What are doctor's forms?  
**A** Doctor's forms are required when cremation takes place. Your GP will attend and certify a death at home. The duty of a second doctor is essentially one of confirmation. For this service, each doctor makes a separate charge which the Funeral Director usually pays on behalf of the deceased's family. These forms are not required if the Coroner is involved.
- Q** Does the coffin move after the funeral service at the crematorium?  
**A.** No. There are strict laws regarding cremation. Nothing can be removed from the coffin before cremation without the permission of the Home Office.
- Q.** Is each cremation carried out individually?  
**A** Yes. The identity of the coffin name place is checked by the crematorium attendant before it is placed in the cremation chamber. This only holds one coffin or casket at a time and again there are rules that must be abided by.
- Q.** Do I get the cremated remains back that belong to me?  
**A.** Yes, once the cremation has taken place the cremated remains are removed and left to cool before being placed in an urn. The urn is clearly identified as to whose remains they are.



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- Q.** What can I do with the cremated remains?
- A** You may wish to purchase a memorial plot just for the purpose of interring the cremated remains. This allows you to have a tree planted and have other members of the family buried there in the future. You may keep them at home in a special urn or memorial. The remains may be buried on our park in an existing family grave.

### OUR COMMITMENT TO YOU

We aim to offer a caring Green Burial Service providing all the help and guidance you will need serviced by local people based in the community. We take great pride in our service and Green Burial Parks and our staff will always endeavour to offer the very highest standards of service to meet your personal needs and requests. Please remember that we are here to help you in whatever way we can providing you with a personal service 365 days a year.

Let our experience help with all your needs at this difficult time when caring and support really matters.

Some useful contacts listed on the following page for:

Gainsborough, Scunthorpe & Lincoln & local North Nottinghamshire / Isle of Axholme

**We also have lists of contacts available for Doncaster, Isle of Axholme, Retford, Worksop and Mansfield**

### USEFUL REGIONAL CONTACT NUMBERS:

Cliff Bradley & Sons Gainsborough	01427 810619
Lincoln Co-operative Funeral Service Gainsborough	01427 612131
Lincoln Co-operative Funeral Service Lincoln	01522 534971
The Co-operative Funeral Care Scunthorpe	01724 842376
Kettles Funeral Care of Scunthorpe	01724 280808
Kettles Funeral Care of Brigg	01652 650606
Scunthorpe Registrar's office of births deaths & Marriages	01724 843915
National office, Birth Certificate and Marriage Certificates	0845 603 7788
Lincolnshire Registration Office	01522 782244
Parish Lay Minister Mrs Ann Clark	01427 628880
St Martins Church Blyton & area Rev'd Mark Briscoe	01427 629105
Gainsborough C of E Churches parish office	01427 810721
Lea C of E Churches Revd Philip Wain	01427 613188
C of E church Kirton & Manton Revd Jeffrey Wilson	01652 648687
All Saints Church Winterton Scunthorpe	01724 732262
New Life Church Scunthorpe	01724 280340
Methodist Church Rev'd Lackenby North Nott's, Linc's	01427 612913
St Barnabas Hospice, Gainsborough	01427 679429
Lindsey Hodge Hospice Scunthorpe	01724 270835
Lincoln County Hospital	01522 512512
Scunthorpe General Hospital	01724 282282
The Samaritans - Lincoln	01522 528282
The Samaritans – National No:	08457 909090
Coroner's Office – Lincoln	01522 885217
Coroner's Office – Scunthorpe / Grimsby	01472 324020
Celebrant in Blyton / Laughton Mrs Ann Clark	01427 628880
Celebrant Barton upon Humber Mr Philip Stickley	01652 634063
Probate Solicitors, Gainsborough, Bell Wright	01427 611722
Messrs. Adie O'Reilly, Burton Waters, Mr. A Scorer	01522 577099
Messrs, Burton Dyson, 22 Market Place, Gainsborough	01427 676225

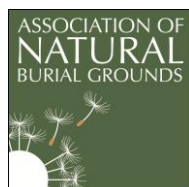
*If you find any of the above contact details need updating or indeed you can recommend any further contacts please let us know as soon as possible.*

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### Tips

One of our local contributors offered the following tips when pre planning the last wishes of someone with a life limiting illness, through her own experience of being made a widow, "I feel strongly that the people left behind such as the widow or widower should be provided with more advice on what they can apply for and what help is available for them in a financial capacity"

Examples of this are:

- 1) If your spouse was a member of a union, when you forward the death certificate to the union they can sometimes forward a contribution toward funeral costs. In my case I received a cheque for £500.
- 2) Prior to the event, make sure that all life policies are 'wrote in trust'. This allows the money from the policy to be forwarded directly to the beneficiary within weeks and it does not have to go into the estate or into probate. This can be a life line.
- 3) Always get at least 6 copies of the death certificate so that you are not waiting for a copy to come back before being able to sort something else.
- 4) Be prepared for a barrage of letters from all companies that you have standing orders or direct debits with once you have informed the bank. Because once you have informed the bank that the person has died the bank sends out a code to all contacts and then they write to you with their condolences. This can be disturbing that people know your business and you haven't told them yet.
- 5) If you have debts, e.g. credit cards, loans etc. Some of them, once you have informed them of the death, MAY write off the debt rather than you pay it off. This happened with 3 of the companies my husband owed money too.
- 6) If you receive Widowed Parents Benefit you do not get help with council tax, however if you are on income support you do get help. This is something that I feel should be looked into by government. I had no more money than anyone else on income support. The only difference was that it was a different name.

If there was a piece of advice I could offer people who are currently in this position it would be to enjoy the time you have left together. Have quality time, celebrate their life with a get together, communicate and plan. Being in the fortunate position of being 9 years down the line, I can now see the immense benefits for my husband, myself and children psychologically. Please, if nothing else, consider it, look into it and discuss it with your families.

***If you would like to contribute to this ever growing list of tips please don't hesitate to contact Respect GB***

**Please note:-**

**OUR SERVICE TO YOU: is purely based upon offering a place for Green Burial and the Parks' aftercare.**

The Company does not provide any undertaking facilities but it can make introductions to independent third parties who will provide grave digging, transport and other attendant services. In the event that the Company makes such introductions, it does so in good faith and does not accept any liability for any dissatisfaction that may arise from the services provided by any nominated contractors.

We believe we perform a unique and indispensable role in Society by offering a Private Natural Green Burial Park. We are always available in your time of need in recommending experts and practical advice.

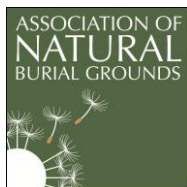
***We offer FREE Talks & presentations***

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*We offer free talks & explanations to groups on all of the above so please call us if you want to arrange a group talk, possibly at work or during your social group meeting? It can be 20 minutes & 10 minutes Q&A or 40 Minutes + Q&A*

### ***“Breaking the ICE” - opening the mind.***

It's an informative presentation of ideas of how to ***“Break The Ice”*** and get the people to open up and start making pre planning arrangements for their end-of-life care and final repose. During this we have hand outs and downloadable PDF files of simple easy to fill out ***Final wishes forms*** which help your staff draw information you need to keep on file on behalf of the resident for when the time comes, Also we have special ***Get-Together-Packs*** including invitations that the person who has taken the initiative to pre-plan their final wishes can send to family members and friends to help draw them in so residents can inform them of their final wishes.



We also have several ***Funeral Party Packs*** and personal invitations as ***hand-outs and downloads***

### ***And naturally we have talks on Green Burials***

#### ***A Greener Goodbye 'it's easy going green'***

- Covering the difference between normal burial and green burial
- The savings that can be made both in money and for the environment

Please feel free to contact us or visit our website

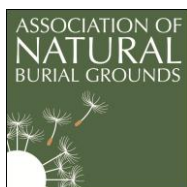
#### **Our aim:**

**In association with Dying Matter we aim to broaden the public's mind and open up and pre plan end-of-life issues and help elevate the enormous burden on those left behind by simply informing them of the persons wishes and how to go about carrying those out in a caring way**

You will experience the most efficient and professional standard of service in the area. Our experience and expertise extends beyond that required on a day to day basis. We are sympathetic toward different ethnic, religious and non-religious beliefs. We are aware of the special needs involved in supporting those who have suffered the loss of a loved one. We act as professional and confident advisors who will ensure that your arrangements are carried out efficiently and with dignity.

If you need any further information please do not hesitate to contact our office or 07836202158

***If you would like to contribute to this ever growing list of tips please don't hesitate to contact Respect GB***



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