



**Fred Stevens Funeral Directors**



**Information for the newly bereaved:**  
When the Coroner is involved

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## **INFORMATION FOR THE NEWLY BEREAVED: THE CORONER.**

This booklet is intended solely to provide guidance about the immediate tasks that need to be accomplished following a death. There may be many matters that need your attention and we are here to ensure that you get the help you need.

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### **Section 1: WHY IS THE CORONER INVOLVED?**

When someone dies, the death must be registered with the Registrar For Births, Deaths & Marriages before burial or cremation can take place. In order to register a death, a Medical Cause Of Death Certificate, signed by the Doctor who attended the deceased during their last illness, needs to be presented to the Registrar. However, if the Doctor is not entirely certain as to the cause of death, or if the deceased has not seen a Doctor within 14 days prior to death, a Medical Cause Of Death Certificate cannot be issued and in these instances the death is reported to H.M. Coroner for the district where death occurred.

In cases of sudden or unexpected natural deaths, the Coroner's function is to establish the precise cause of death so that the death can be registered and the funeral allowed to proceed.

In cases of unnatural or suspicious circumstances, in addition to establishing the precise cause of death, the Coroner also investigates the events leading up to, and surrounding, the death itself and usually in such cases an Inquest is held.

The first step in any situation is for the body to be removed to the County Mortuary, located at The Gloucestershire Coroner's Court Complex, Corinium Avenue, Barnwood, Gloucester.

*(The Coroner's office will normally instruct their contracted funeral director to remove the body from the place of death to the public mortuary. The Coroner's Office automatically pays for this. However, you are still free to choose your own funeral director when arranging the funeral).*

In the case of apparently natural deaths, the Coroner will try to ascertain the deceased's medical history – usually via the deceased's Doctor - and then decide whether a post-mortem examination is necessary. In the case of unnatural or suspicious deaths a post-mortem will automatically be held. Once the post-mortem has been held the Coroner's Office will inform the next of kin of the cause of death. The Coroner's Office will then need to know whether the funeral is to be a burial or cremation, so that the necessary documentation can be issued. They will also ask who your appointed funeral director is so that release of the body can be arranged.

## **Section 2: CONTACT DETAILS FOR THE GLOUCESTERSHIRE CORONER'S OFFICE:**

H.M. Coroner's Office  
Gloucestershire Coroner's Court  
Corinium Avenue  
Barnwood  
Gloucester  
GL4 3DG Tel: (01452) 305661

## **Section 3: ARRANGING THE FUNERAL**

Although the Coroner is involved, you can still begin talking to us about funeral arrangements whenever you wish and we will inform the Coroner's Office that we will be acting for you. However, there's no need to hurry. You might prefer to contact us again at a later stage when you've had a chance to gather your thoughts. The Coroner's involvement will likely have an effect on the timescale for the funeral anyway and some procedures – particularly registering the death – may occur in a slightly different way, so we will advise you of exactly what to do. To help you prepare for when you do meet with our funeral director, the principal points to be considered are:

Venue for the funeral service: Church / Chapel, Crematorium Chapel or other venue?

Which of the following types of funeral service / ceremony would be most appropriate in your particular circumstances?:

- a) A religious service (in which case, do you know which denomination the deceased belonged to?)
- b) A Non-religious (Humanist) funeral ceremony
- c) A Civil Ceremony (usually a combination of religious & humanist elements to reflect individual personal beliefs)

Hymns / music: do you have any specific chosen hymns, or would a spoken service be more appropriate. Either way, is recorded music (of your choice) also to be incorporated?

When burial is chosen: which Churchyard or Cemetery? New grave (single or double-depth) or re-opening of existing / pre-purchased plot?

When cremation is chosen: ashes to be scattered in Crematorium Garden Of Remembrance / interred in Churchyard/Cemetery / returned to family for private scattering?

Transport: family mourners using own transport or is/are limousine(s) required? Is the cortege to start from a specific address or is everyone to meet at the Church / Crematorium?

Choice of coffin: conventional wood range, eco-friendly natural materials range or an individual, bespoke style (e.g. bespoke design, in printed finish)?

Will you wish to see the deceased in our Chapel Of Rest? Would you prefer the deceased to be dressed in their own clothes or would you like us to provide a simple gown?

Jewellery: if deceased was wearing any jewellery is this to be removed or remain in situ?

Newspaper notices: are these required? To be placed in local or national papers?

Donations in lieu of flowers? If so, which charity is to be your chosen recipient?

Family flowers: us to order on your behalf or you to approach florist yourselves?

Are printed order of service sheets required?

This list is not exhaustive and there may be various different details to be discussed according to your individual needs. Obviously, funeral expenses are an important consideration and you will be kept fully informed of costs. Copies of our company price list are freely available, and an individual itemised estimate of expenses will be submitted to you when the funeral arrangements have been made.

#### **Section 4: CARE OF THE DECEASED**

Once the body has been released back into our care, there will be plenty of opportunity to see the deceased again in the Chapel Of Rest if you wish. There should be no external evidence of a post-mortem having been held and you should not feel discouraged from seeing the person again if you wish. Indeed, in the case of unexpected death, it may prove helpful, particularly after the person has been properly prepared.

#### **Section 5: REGISTERING THE DEATH:**

Registering The Death: Legally, all deaths must be registered. The Coroner's office will explain where and when you are able to go and register the death, but in summary the following rules apply:

##### **When no inquest proceedings are necessary:**

**Burial:** The Coroner will send notification to the Registration Service informing them that a post-mortem has established the death as natural causes. You must then register the death as soon as possible in order for the burial to proceed.

**Cremation:** The Coroner will issue a Cremation Certificate direct to your funeral director allowing the cremation to proceed. Meanwhile, you have 14 days in which to register the death.

##### **When an inquest needs to be held:**

The Coroner will issue either a burial or cremation certificate direct to your funeral director. The Coroner will register the death AFTER the full inquest hearing has been held. Because this may occur over a period of months the Coroner can issue you with an interim death certificate to enable you to administer the deceased's affairs or estate.

## **REGISTERING THE DEATH:**

You will need to make contact with the Gloucestershire Registration Service (Registrars For Births, Deaths & Marriages) to book a registration appointment. Your appointment can take place at whichever Register Office in the county is most convenient for you visit.

You can book your registration appointment by calling the Registration Service on (01452) 425060; or you can book it online by going to [www.gloucestershire.gov.uk/registration](http://www.gloucestershire.gov.uk/registration)

## **INFORMATION REQUIRED TO REGISTER A DEATH:**

1. Coroner's certificate to the Registrar stating the cause of death (Form100B).
2. Date and place of death.
3. Usual address.
4. Full names and surname.
5. Maiden name.
6. Date and place of birth.
7. Occupation.
8. Husband's occupation.
9. Whether the deceased was in receipt of any DWP benefit.
10. Age of surviving spouse.
11. Deceased's Medical Card. (If it can be found. It is not essential for Registration of a death).
12. If the deceased was in receipt of any "Government Pension" e.g. Armed Services, Police, Fire, Civil Service etc, the Registrar will need to know the registration number of the pension so that he/she may notify the appropriate department for them to make the appropriate adjustments for the widow/widower as speedily as possible.

## **CERTIFICATES THE REGISTRAR WILL ISSUE:-**

### **1) Registrar's Certificate for Burial (in cases of burial after death by natural causes)**

This is a small green certificate which must be given to Fred Stevens Funeral Directors as soon as possible as it must be passed onto the burial authority in order for the funeral to proceed.

### **2) Certified Copies of an Entry (in the death register).**

The Registrar will give you the opportunity to purchase copies of the entry in the official death register. These "certified copies" constitute death certificates, and are used to administer the deceased's estate. You are advised to buy at least two copies, regardless of the size or complexity of the deceased's affairs.

### **3) Tell Us Once**

During your registration appointment the registrar will give you a unique code for the Tell Us Once service. This will enable you to inform various government and local council services of the death and it should take away the need for you to contact those services individually.

## **Section 6: FURTHER HELP AND ASSISTANCE**

As a company, we do not feel that our duty of care necessarily ends once the funeral is over and the account has been paid. Please feel free to contact us at any time if you require further advice or support with any matter arising from your bereavement. Regardless of the nature of your query, we will almost certainly be able to direct you towards the appropriate source of information or help.

## **Section 7: ABOUT US**

### **Nailsworth – main funeral home**

Fred Stevens established his building company in Nailsworth during the early 20th Century. Funerals were carried out as a small sideline. By 1960 the company was in second generation hands, and in 1986 began trading solely as funeral directors.

The company now occupies a purpose-built funeral home in Newmarket Road, Nailsworth. This peaceful location looks straight out onto the heart of the picturesque Newmarket valley and offers ample parking on-site, a comfortable lounge area for clients wishing to make funeral arrangements and privacy for visitors to our Chapels Of Rest.

## **Bussage and Chalford Hill – branch funeral home**

In 2014 we were given the opportunity to redevelop the former Bussage Garage - the home of Beavis Coaches for over 60 years. This enabled us to fulfil our vision of a suitably located, properly equipped branch office right in the heart of the Bussage & Chalford Hill areas. 'Old Bussage Garage' opened in June 2015 and just like our existing Nailsworth funeral home it offers privacy and seclusion for visitors, a private Chapel Of Rest and onsite parking.

Fred Stevens Funeral Directors remains an independent and privately-owned company.