

PROCEDURE FOR WELFARE FUNERALS

Produced: July 1999
Author:

Revised: April 2010

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CHAPTER 1:

Introduction

Welfare Funerals are carried out by Leicester City Council (LCC) under Section 46 of the Public Health (Control of Disease) Act 1984. This Act makes it the Local Authority's responsibility to cause the disposal of the body of any person who has died, or been found dead, in the area of the City and where it appears that no suitable arrangements for disposal have been or are being made.

There are two exceptions to this:-

1. If the person dies in hospital, the arrangements are made by the Hospital Patient Affairs Officer (See Useful Telephone Numbers – page 17). Anyone querying this arrangement should be referred to Government Circular 13/49. A copy of this is kept in the Welfare Funeral General file in the Welfare Funeral filing cabinet.
2. If the person dies in a Residential Care Home and there are sufficient funds held by Leicester City Council, the arrangements can be made by the Residential Care Section of the Social Services Department directly with the Funeral Directors. Alternatively, arrangements can be made by Environmental Health, but the invoice is to be sent to Social Services for payment by them and EH can claim an Admin Fee for arranging it. For further information on individual cases contact the Residential Finance Section. (See Useful Telephone Numbers – page 17).

If a Will is found, the funeral arrangements should be made by the Executor, although there is a legal procedure whereby the Executor may rescind this responsibility (usually if there are insufficient funds in the Estate).

Welfare Funerals will not normally be taken on if firm arrangements have already been made with an Undertaker who is not the ESPO-contracted Undertaker (currently the

Midlands Co-operative Funeralcare). If the funeral **is** taken on, the body must be transferred to the Co-op, but any expenses incurred by the other Undertaker will not be paid by LCC. The Co-op will collect the body from the other Undertaker.

If there is a next-of-kin that is receiving Social Security Benefits they should be directed to their local Social Security Office to see if they qualify for help with the cost of the funeral from the 'Social Fund'. (See Chapter 2, para 3 "Notification from a Relative" for more information and Useful Telephone Numbers – page 16).

No assistance is available from the City Council if the funeral has already taken place, but next-of-kin should be informed of the 'Social Fund'.

Cremation is the normal method of disposal and the following factors should be considered:-

1. The wishes of the deceased (if known) or the relatives.
2. The religion of the deceased (Catholics and Muslims normally prefer burial). There is an Asian Funeral Company which is part of the Co-op, but **all funerals should be arranged via the Humberstone Road office**. For a Muslim funeral, a grave plot will need to be purchased, but enquirers should be referred to the Muslim Burial Council first to see if alternate arrangements can be made and the City Council not need to be involved. Contact details on page 17. The Co-op can arrange Muslim Funerals.
3. If the Deeds for a Grave or Cremation Plot are found, contact Bereavement Services to check if space is available.
If there is no existing plot available for burial, the City Council **will not** purchase one – except in the case of a Muslim. Burials will normally be in a Common Grave. This means that there could be other bodies in the same plot and no memorials are allowed. Contact Bereavement Services for further information re Common Graves.

4. If there are suspicious circumstances, the Coroner may order disposal of the body by burial in case further tests are required at a later date.

CHAPTER 2:

Notification of a Potential Welfare Funeral

When a notification is received a 'complaint' should be generated in Uniform (Code WFUNER) and an Enquiry Form completed (see Appendix A).

Requests for Welfare Funerals usually come from one of the following sources:-

1. **Notification by Coroner's Office**

Coroner's staff and the Police will usually have made some enquiries to try and trace the next of kin. This often includes an appeal for information in the Leicester Mercury.

Coroner's staff will supply most of the information required for the Welfare Funeral Enquiry Form (Appendix A).

There are two scenarios:-

- i) **Non-suspicious death** - a post mortem examination is carried out and confirms natural causes. No relatives. Passed to LCC for disposal. "Pink" form taken to Registrar by Coroner's staff (this is in lieu of GPs certificate of cause of death). "Yellow" form taken to Cemeteries and Cremations Section by Coroner's staff (this is in lieu of the Registrar's "green" disposal form - see "Registration", Chapter 3, Paragraph 9).
- ii) **Suspicious death** - an Inquest is opened and then adjourned after the post mortem examination, but the body is released. The Coroner will advise if burial is required.

In this case, there is no need to register the death; therefore no form is taken to the Registrar. "Yellow" release form is taken to the Cemeteries and Cremations Section by the Coroner's staff. The Coroner's staff should be requested to provide an 'interim certificate of the fact of death'.

This is required if any funds need to be claimed from a Bank, The Post Office, Insurance Company, etc.

2. Notification from Proprietor of Residential or Nursing Home

Fill out the Enquiry Form (Appendix A) with as many details as possible provided by the Proprietor. The Proprietor or a person present at the death should be required to carry out the registration of the death – advise them of the Registrar's contact details and that they will need to make an appointment. They will need the certificate of cause of death, which is normally provided by a GP. **(NB: the Coroner is rarely involved in these cases)**. Ask the Proprietor to deliver the DSS Form ("Registration or Notification of Death"), Death Certificate (there will be a charge - currently £3.50) and the "Green" release form to the New Walk Centre. They could also bring along any other relevant papers, bank books, etc. at the same time. Also, discuss with the Proprietor about disposal of the effects of the deceased (if any) and get as much information as possible about relatives, friends or anyone who would want to know about the funeral.

If the body is still at the Home, contact the Co-op to arrange for collection. If the body has already been removed by an undertaker (not the Co-op), the Proprietor should be advised that, if the case is taken on as a Welfare Funeral, the body will have to be transferred to the Co-op and any costs incurred up to that point will **not** be covered by the City Council.

Contact Social Services, Residential Care, to see if they are holding a will, money and/or a bank or building society book. See page 16 for contact numbers.

3. Notification from a Relative

Relatives normally don't want to be involved in arranging the funeral because of the cost; maybe they have not seen the person for years; or they may be a

distant relative.

First thing is to see if there is any way the relative(s) could deal with it - maybe a number of relatives could get together.

If the relative is receiving certain types of Benefit (usually Income Support, Housing Benefit, Council Tax Benefit, Family Credit, Disability Working Allowance) they should be referred to the DSS (see numbers on page 17) and told to apply for a Grant from the Social Fund. **(NB: it is not relevant if the deceased was receiving Benefit).**

The relative should also be requested to register the death if applicable. Note that, to be qualified to do this they must have been present at the death; attended the deceased during their last illness; or be resident in Leicester City.

If the case is taken on as a Welfare Funeral, the relatives should be required to sign the Welfare Funeral Request Form (Appendix B - Text Processing Reference WF9.Form).

If the property is owned by Leicester City Council, the relative should be requested to terminate the tenancy. They can go to the Housing Office and sign a form there. Alternatively, contact the Housing Officer and arrange for a Termination of Tenancy form to be faxed through and get the relative to sign it if they are visiting the New Walk Centre. There is an Adults & Housing Department procedure ('Deceased Tenant No NOK') which can be viewed at <http://insite.council.leicester.gov.uk/adultsandhousing/services-and-support-services/housing-services/planning--major-works/service-improvement-unit/policies--procedures/tenancy-policies/deceased-tenant-no-nok>

In this type of death, the GP will normally provide the certificate of cause of death, which is required by the Registrar.

CHAPTER 3:

Actions Required Prior to Funeral

1. Contact Police Officer (if involved) to check if any keys or property have been removed. Find out from Police Central Control (Tel. No. 2222222) if the officer is available, on leave, etc. Leave a message on the Voicemail and email the officer. (Format for Police email is fred.bloggs@leicestershire.pnn.police.uk). Get location of property office and property number and make sure that the Police officer has informed the Property Officer that the property can be released to Environmental Health. Collect property from appropriate Police Station. Take along authorisation letter (Appendix C, Text Processing Reference WF10.LET).
2. Contact Landlord, who may have a key or knowledge of relatives and friends. The key is sometimes in the possession of the Area Housing Management Office or Depot.
3. Visit the home of the deceased. Protective clothing, plastic bags, torch, insecticide spray and air freshener required. **The visit must always be made by TWO Officers.**

Search property thoroughly. If a Will is found that names an executor, stop and contact the executor, who should then deal with everything. Otherwise, remove personal papers, cash, bank or Post Office account details, cards and passbooks, details of Council Tax and Housing Benefit, rent book/card, personal photographs, birth, marriage and death certificates, NHS Medical Card, a recent gas, electric and telephone bill, address book and any items of particular financial or possible sentimental value (if portable). Ascertain if television or other appliances are rented and from where.

Take readings of gas and electric meters.

Small, portable and potentially valuable items can be removed and stored for inclusion in a bulk sale at a later date. They should be labelled so that they can

be credited to a particular estate if necessary.

4. Cash collected is to be passed to EH Admin for banking. Memo to Finance to be generated through Uniform print menu. Amounts up to £1,300 should be paid into Expenditure Code . Anything above £1,300 (including any subsequent cash or cheques received) should go to the Suspense Code . The receipt should be kept stapled inside the file cover.
5. If any names or addresses of friends or family are found, contact them to get any further information about the deceased. Also, find out about religion for the service and any wishes regarding cremation or burial; any preference for disposal of the ashes and if relatives/friends want to be present at the scattering; and any wishes for day or time of the funeral. Note that contract funerals are usually carried out in the early am or late pm slots.
Ensure that the relevant social work teams are informed of funeral arrangements to enable workers who have built up a close relationship with service users to pay their respects.
6. Contact Co-op to arrange for the body to be collected from the LRI mortuary, the Home or the Undertakers (if not the Co-op). Have the completed enquiry form ready when speaking to the Co-op.
7. Obtain the date and time of the funeral from the Co-op and notify everyone interested. Make sure you record when that each person has been notified. Normally, the hearse will go direct to the cemetery. One car can be provided for mourners, but it is usual to try and persuade them to make their own way and is only provided in exceptional circumstances.
8. Telephone the Registrar and make an appointment to register the death (not required if the person died in a Home [see Chapter 2, Paragraph 2]; if the relative is registering; or if the Coroner has opened an inquest [see Chapter 2, Paragraph 1(ii)]).

Carry out registration of the death at the Registrar's Office in the Town Hall

(entrance in Bowling Green Street). If found, take the NHS Medical Card. If a GP certificate of cause of death has been provided, it must be taken for the Registrar. If the Coroner is involved, there will be a Coroner's Pink Form at the Registrar's Office instead.

The following forms will be obtained from the Registrar:-

DSS Form "Registration or Notification of Death".

Green Disposal Form (if Coroner is not involved).

Certified Copy of the Entry in the Register (commonly called the "Death Certificate"). This is only required if it is likely that a claim is to be made to a Bank, Building Society, The Post Office, Insurance Company or similar. Nb. There is a charge for this (currently £3.50). Take an Internal Transfer Journal Request Form (blank copies kept in Welfare Funeral Drawer – See also Appendix H.

9. The following paperwork is required. It is advisable to look at a previous file to see how these forms are completed.

a) **Cremation**

(i) **Blue Form**

Use New Walk Centre as the address of the applicant

Full service

Taped music

Ashes usually scattered in Gilroes Old (Glade). Usually no relatives present (other arrangements can be made in consultation with relatives)

(ii) **Pink Forms (Appendix E)**

Use New Walk Centre as the address of the applicant

- If GP not known, state 'not known'

(iii) **Authorisation for disposal of CREMATED REMAINS**

This is a form (postcard sized) which authorises the removal of the cremated remains by the Co-op Funeral Service (a supply of the form is kept in the folder with the “Blue” and “Pink” forms). The person wishing to take possession of the ashes would then arrange to collect them from the Co-op.

b) **Burial**

Unless a Grave Deed is found, the interment will be in a Common Grave - no memorial or flowers are allowed and other bodies will be put in the same grave. Complete an Interment Form.

These forms (together with the Registrar's Green Disposal Form if issued) should be taken to the Bereavement Services Department, 13th Floor, 'A' Block (turn right out of the lift). They should arrive at least 48 hours before the date and time of the funeral.

10. Enter all details in the Welfare Funeral Book which is kept in the Welfare Funeral Cabinet, top drawer.
11. When there is no further need to visit the deceased's property, return the key to the landlord or Housing Management Office as appropriate (standard memo for the Housing Department is at Appendix G).

CHAPTER 4:

Administration of Estate and Recovery of Costs

1. Assess value of property and arrange for sale if worthwhile. (Churchgate Auctions or Gilding's Auctioneers of Market Harborough).
2. Any articles of furniture which have little value, but are clean and functional, may be donated to SOFA, Age Concern or a similar charity. (Telephone numbers at Chapter 5).
3. Using the standard 'WF' letters (see Appendix G), contact all relevant organisations; the majority of which are as follows:- (nb. All of these forms can now be generated directly through Uniform Print Menu if required.)
 - i) **WF1** - general use.
 - ii) **WF2** - memo to Housing Benefits Section, usually enclosing any Housing Benefits paperwork found (if any).
 - iii) **WF3** - memo to Financial Services Section, usually enclosing Council Tax paperwork found (if any).
 - iv) **WF4** - memo to Housing Department when there is no further interest in the contents of the property.
 - v) **WF5** - letter to Electricity Supplier. Insert reading if known. Indicate if there are likely to be any funds available. To find supplier, contact M Number Enquiries on 08706 081 524.
 - vi) **WF6** - letter to Gas Supplier. Insert reading if known. Indicate if there are likely to be any finds available. To find supplier, contact M Number Enquiries on 08706 081 524.

- vii) **WF7** - letter to DSS. Only required if DSS Form has not been obtained from Registrar due to there being an Inquest or Registration done by another party.
 - viii) **WF8** - letter to Bank, Building Society or Insurance Company.
 - viii) **DSS Form** - (from registrar) to be completed and sent to “The Pensions Service, Freepost Plus RRKC – CABG – KCHG, P O Box 13, Birmingham, B99 1AP. If this form is sent out there is no need to send letter WF7.
 - ix) **WF13** – Letter to Post office to claim from Post Office Card Account. To be accompanied by a Deceased Account Form and identification. (nb. Pension Books have been replaced by Post Office Card accounts).
4. When funeral account arrives it should be dealt with as a Goods Received (GRN) in Aggresso. Use the Standard Order No. for the current year (2012 currently . Dispatch number to be recorded and written on orange sticker affixed to invoice which should then be sent to the Exchequer Team (NWC. B6). Admin can carry out the GRN if necessary. Details of cost entered in Welfare Funeral Book. Cost paid from RMS Code
Sometimes money has to be paid directly into the City Council’s bank account (Post Office have required this). The account is with the Co-operative Bank, 77/79 Market Place, Leicester. Account No. A reference to make it identifiable should be added; eg. ARF/EnvHealth/ext6407.
 5. Make all the necessary claims and pay in all cheques via Admin Team – use memo to Finance generated in Uniform Print menu - WF11LET WW. (RMS Code: up to £1,300. Any balance above £1,300 is to be paid into
 6. The City Council has first claim on the estate for funeral expenses.

If there are any relatives, then they should contact the Probate Office with a view

to obtaining Letters of Administration to enable them to claim the balance. For small amounts of cash it is satisfactory to pass it on to the relative(s) in appropriate proportions, provided that they sign a statement that they undertake to pass appropriate proportions to any other entitled relatives. (Format at Appendix J). For larger amounts of money, Letters of Administration may be produced (maybe through a Solicitor). In this case a cheque can be raised using the form 'Payment Requisition to Chief Financial Officer' which can be downloaded from -

<http://insite.council.leicester.gov.uk/ourcouncil.aspx/resource-management-strategy/rms-standard-forms>

See para. 8 v) for details of interest payment when significant amounts of cash is held for long periods.

7. Debts can be paid, but **only** if enough money has been recovered to pay Funeral Expenses and Administration Costs **first**. See RMS Procedure and para 6 above.
8. Guidelines for referring estates to the Treasury Solicitor and Deceased Notification Forms can be found on the Treasury Solicitor's web-site - <https://www.bonavacantia.gov.uk/output/deceased-persons-notification-form.aspx>

Most important points to note are as follows:-

- i) Do not refer cases where there is a surviving relative, a Will, or if the Estate is insolvent;
- ii) The City Council can keep the net cash residue if it is less than £500.00;
- iii) Personal effects can be sold in order to raise funds to pay the funeral expenses, but refer to Treasury Solicitor if value is likely to be particularly high;
- iv) Consult the Treasury Solicitor if costs are likely to be incurred for effects kept in storage pending a referral;

- v) The Treasury Solicitor may ask for any cash held to be placed in an interest bearing account (particularly if it is a large amount). Instructions from Cash Management Section is that any cash should be held by our department as normal and, when the repayment takes place, Cash Management will calculate the interest earned on the sum. Cash Management should be informed when we are ready to pay out – information provided by Raksha Thanki, Cash Management Officer, Financial Services (ext. 7491).

- vi) Address – The Treasury Solicitor (BV), 1 Kemble Street, London. WC2B 4TS.
Tel.No. - 020 7210 3116/3117

CHAPTER 5:

Useful Telephone Numbers

Coroner's Officer, Town Hall:	225 2534/225 2535
Co-op Funeralcare, Humberstone Rd:	
Asian Funeral Company:	
Police Central Control:	222 2222
Police Voice Mail Box:	222 222 - Follow prompts and number to be entered is Officer's collar number.
Registrar, Town Hall:	Ext 7000 (appointments) 253 6326 (general)
Bereavement Services Department:	
Residential Finance:	
Churchgate Auctions:	
Gilding's Auctioneers:	
SOFA:	
Age Concern:	
Probate Office (Crown Court, Wellington Street):	2853380
Treasury Solicitor:	020 7210 3117, 3116 or 3115
Community Languages Unit:	
To find energy supplier:	0800 056 8090
Jobcentre Plus (Social Security):	0800 055 6688
Patient Affairs, LRI:	2585194/2585196
Muslim Burial Council:	

ENVIRONMENT AND DEVELOPMENT DEPARTMENT APPENDIX A

LEICESTER CITY COUNCIL

ENQUIRY FORM - WELFARE FUNERAL

FULL NAME OF DECEASED.....

HOME ADDRESS.....

PLACE OF DEATH.....

FOR INSTITUTIONS - HOW LONG AT THAT ADDRESS.....

DEATH: Date..... Time..... Religion.....

AGE:..... DATE OF BIRTH:..... PLACE OF BIRTH:.....

MARITAL STATUS..... MAIDEN NAME (if applicable).....

LAST OCCUPATION..... NATIONAL INS. NO:.....

GP:.....

FULL NAME OF HUSBAND/WIFE (if applicable)

D. O. B. OF HUSBAND/WIFE..... HUSBAND/WIFE'S LAST OCCUPATION

OWNER/OCCUPIER OR DETAILS OF LANDLORD

PRESENT LOCATION OF BODY..... IS CORONER INVOLVED? YES/NO

IS THERE AN INQUEST? YES/NO DEATH NEEDS REGISTERING? YES/NO

FUNERAL ARRANGEMENTS: CREMATION/BURIAL

DISPOSAL OF ASHES:..... (? RELATIVES PRESENT YES/NO)

ANY GRAVE DEED OR CREMATION PLOT?..... DETAILS.....

NAME, NUMBER AND STATION OF POLICE OFFICER INVOLVED:

.....

LOCATION OF PROPERTY/CASH HELD BY POLICE

PROPERTY OFFICE REFERENCE NUMBER:

MEDICAL CARD FOUND: YES/NO N.H. NO:

NAME OF NEXT-OF KIN:.....

ADDRESS:

RELATIONSHIP TO DECEASED:

TEL. NO:

HAS DECEASED ANY OTHER RELATIVES? YES/NO

NAME:

RELATIONSHIP TO DECEASED:

ADDRESS:

WAS DECEASED IN RECEIPT OF ANY PENSION? YES/NO

REASON FOR WELFARE BURIAL: No Relatives
Relatives Unable/Unwilling (Delete as applicable)
No Other Persons Willing

HAS DEATH BEEN REGISTERED? YES/NO DATE:.....

ANY WILL? YES/NO SOLICITOR:

ANY INSURANCE? YES/NO COMPANY:

DATE, TIME, PLACE OF FUNERAL:

ARRANGEMENTS FOR FUNERAL - (Cortège from house, Hearse Direct, Car for mourners etc).

.....

RELATIVE/PERSONS TO BE ADVISED OF FUNERAL ARRANGEMENTS

.....

.....

DATE ADVISED:

REMARKS/NOTES

SIGNED:

DATE.....

WF9.FORM



Section 46, Public Health (Control of Disease) Act 1984
Request for Welfare Funeral

I,
of
..... (address)
being the(state relationship)
of
(hereafter referred to as the deceased) hereby request that the Leicester City Council assume responsibility under Section 46 of the Public Health (Control of Disease) Act 1984, to undertake the cremation/burial of the deceased.

I am unable to make arrangements for the said cremation/burial and know of no-one else who is able or willing to do so.

I hereby recognise that the City Council has first claim on the deceased's estate in respect of the funeral expenses incurred by the City Council.

Signed:

Date:

APPENDIX C

WF10.LET

Property Officer
..... Police Station
Leicester

Dear Sir/Madam

SECTION 46, PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984
NAME (DECEASED)
ADDRESS

The City Council has been called upon to make funeral arrangements for the above-named person, pursuant to the duty imposed upon it by virtue of Section 46 of the Public Health (Control of Disease) Act 1984.

I therefore request that you hand to the bearer, _____, all monies and other personal belongings of the deceased, which I undertake to hand to the person legally entitled to such monies and personal belongings, after deduction therefrom of expenses incurred by the Council in connection with the arranging of the Cremation.

Yours faithfully

ENVIRONMENTAL HEALTH OFFICER
TEAM MANAGER
AREA ENVIRONMENTAL HEALTH

APPENDIX G

WF1.LET

Dear Sir/Madam

NAME (DECEASED)
ADDRESS

The above-named died on _____ (DATE). In the absence of any relatives, the City Council is arranging the funeral and dealing with the estate. There was no will.

Amongst *his/her effects *was/were found _____ (ITEM(S)).

Yours faithfully

ENVIRONMENTAL HEALTH OFFICER/TECHNICIAN
AREA ENVIRONMENTAL HEALTH

APPENDIX G

WF2.MEM

**HOUSING BENEFIT SECTION
HOUSING DEPARTMENT
WELLINGTON HOUSE
WELLINGTON STREET
LEICESTER**

**From:
Ext:
Ref:
Date:**

**NAME (DECEASED)
ADDRESS**

The above-named died on _____ (**DATE**). There are no relatives and the Environment and Development Department is arranging the funeral.

Relevant papers concerning Housing Benefit are enclosed. I refer the matter for your attention as appropriate.

**ENVIRONMENTAL HEALTH OFFICER/TECHNICIAN
AREA ENVIRONMENTAL HEALTH**

APPENDIX G

WF3.MEM

**Local Taxation Office
Housing Department
First Floor
Phoenix House**

**From:
Ext:
Ref:
Date:**

**NAME (DECEASED)
ADDRESS**

The above-named died on _____ (**DATE**). There are no relatives and the Environment and Development Department is arranging the funeral.

Relevant papers concerning Council Tax are enclosed.

**ENVIRONMENTAL HEALTH OFFICER/TECHNICIAN
AREA ENVIRONMENTAL HEALTH**

APPENDIX G

WF4.MEM

DIRECTOR OF HOUSING

FAO:

_____ **AREA HOUSING OFFICE**

From:

Ext:

Ref:

Date:

NAME (DECEASED)

ADDRESS

The above-named died on _____ (**DATE**). In the absence of any relatives, the Environment and Development Department is arranging the funeral and dealing with the estate.

This is to confirm that this Department no longer has any interest or claim on any items remaining in the property. Relevant papers are enclosed.

**ENVIRONMENTAL HEALTH OFFICER/TECHNICIAN
AREA ENVIRONMENTAL HEALTH**

East Midlands Electricity plc
(Accounts)
Raw Dykes Road
Leicester

Dear Sir/Madam

NAME (DECEASED)
ADDRESS

The above-named died on _____ (DATE). There were no relatives and the Environment and Development Department is arranging the funeral and dealing with the estate. There was no will.

*The current meter reading is
*Enclosed is a recent electricity bill.

*Please forward outstanding bill to this office, marked for my attention, as there may be funds available.

*There are no funds available in the estate for payment of any outstanding charges.

* **Delete as applicable.**

Please contact me if you require any further information.

Yours faithfully

ENVIRONMENTAL HEALTH OFFICER/TECHNICIAN
AREA ENVIRONMENTAL HEALTH

APPENDIX G

WF6.LET

District General Manager
British Gas, East Midlands
Leicester District
P O Box 28
Aylestone Road
Leicester

Dear Sir/Madam

NAME (DECEASED)
ADDRESS

The above-named died on _____ **DATE**). There were no relatives and the Environment and Development Department is arranging the funeral and dealing with the estate. There was no will.

*The current meter reading is
*Enclosed is a recent gas bill.

*Please forward outstanding bill to this office, marked for my attention, as there may be funds available.

*There are no funds available in the estate for payment of any outstanding charges.

* **Delete as applicable.**

Please contact me if you require any further information.

Yours faithfully

ENVIRONMENTAL HEALTH OFFICER/TECHNICIAN
AREA ENVIRONMENTAL HEALTH

APPENDIX G

WF7.LET

Department of Social Security

Dear Sir/Madam

PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984 SECTION 46

Name: _____ **DECEASED)**

Address:

The above-named died on _____ **(DATE)** and it is the duty of my Department to make funeral arrangements, as there is no other money available for the purpose. There was no will.

*Enclosed is the pension book (if applicable).

To recover part of the cost, I am claiming any benefit due. Please make cheque payable to Leicester City Council.

Yours faithfully

**ENVIRONMENTAL HEALTH OFFICER/TECHNICIAN
AREA ENVIRONMENTAL HEALTH**

APPENDIX G

WF8.LET

Bank/Building Society or Insurance Company

Dear

NAME (DECEASED)

ADDRESS

The above-named died on _____ (**date**). In the absence of any relatives, the City Council is arranging the funeral and dealing with the estate. There was no will.

Amongst his/her effects was found a *passbook for Account Number _____/reference to an account with yourselves/Certificate for Insurance Policy Number _____.
(Delete as appropriate).

Will you please send the necessary form to enable the City Council to make a claim for funeral and administration costs.

Yours faithfully

**ENVIRONMENTAL HEALTH OFFICER/TECHNICIAN
AREA ENVIRONMENTAL HEALTH**



Section 46, Public Health (Control of Disease) Act 1984
Request for Welfare Funeral

I,
of
..... (address)
being the(state relationship)
of
(hereafter referred to as the deceased) hereby request that the Leicester City Council assume responsibility under Section 46 of the Public Health (Control of Disease) Act 1984, to undertake the cremation/burial of the deceased.

I am unable to make arrangements for the said cremation/burial and know of no-one else who is able or willing to do so.

I hereby recognise that the City Council has first claim on the deceased's estate in respect of the funeral expenses incurred by the City Council.

Signed:
Date:

REQUEST FORM

Application made by:Signature

Section: Area Environmental Health

Location; NWC

Ext no:

Maximum to be charged:

Account Code	Cost Centre	Analysis Code

For Register Office use only:

Name of person requesting ITJ

Actual amount to be charged

Register reference and/or application number

Date requested

WF12.FORM

STATEMENT BY RELATIVE

I (Name of Relation)

of

..... (Address of Relation)

being the (Relation of person to deceased)

of (Name of deceased)

hereby acknowledge receipt of a cheque for (INSERT AMOUNT) from
Leicester City Council which I understand is the balance of cash held from the estate of the
deceased.

I confirm that I will distribute this money equally between all entitled relatives.

Signed:

Date: