

# SETT VALLEY MEDICAL CENTRE

Hyde Bank Road New Mills High Peak

SK22 4BP

Tel: 01663 743483

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



## What to do when someone dies.

**What practical things do I need to do straight away?** When someone dies, the first steps you need to take will depend on how and where they died.

### **If someone dies at home and their death was expected:**

Call your GP Surgery or if out of hours, call 111. They will arrange for someone to visit to verify death. If the death was expected, for example due to a terminal illness, in most instances the doctor will issue a death certificate (medical certificate of the cause of death) to allow the death to be registered at the Register Office. This may take a few days as the GP may need to consult other people involved in the patients care or the coroner.

Having spoken with the GP practice and when you feel ready to do so, you can contact a funeral director

### **If someone dies at home unexpectedly:**

Call 999 immediately and ask for advice. An unexpected death may need to be reported to a coroner. A coroner is a doctor or lawyer responsible for investigating unexpected deaths. They may call for a post-mortem or inquest to find out the cause of death. This may take some time, so the funeral may need to be delayed.

If the person died at home, the remaining medication can be taken back to the local pharmacy after 1 week for disposal. If they had any equipment sent out from a health care professional, please call medequip on 01773604426 to arrange for the equipment collection.

### **If someone dies in hospital:**

The hospital will usually issue a medical certificate and formal notice. They will support you with the next steps you need to take. The body will usually be kept in the hospital mortuary until the funeral directors or relatives arrange a chapel of rest, or for the body to be taken home.

### **If someone dies abroad:**

If someone dies abroad, register the death according to the regulations of the country. Register it with the British Consul in the country too, so you can get a consulate death certificate and a record can be kept in the UK.

Deaths are required by law to be registered within 5 days of their occurrence unless there is to be a coroner's post mortem or an inquest.

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## How do I register a death? A 5-step guide.

**Step 1 – Contact The Registry Office to register a death** Contact the Registry Office to register a death either at The Buxton Registration Office on 01629535075 or Glossop Registration Office on 01629531503 email: [highpeak.registrars@derbyshire.gov.uk](mailto:highpeak.registrars@derbyshire.gov.uk).

If the person died in the Cheshire council area, please ring the Cheshire East Registrars office on 0300 123 5019 to arrange an appointment with the Registrar.

### Step 2 – What the registrar will need

Medical Certificate - The doctor who has completed the medical certificate of cause of death will email the certificate to the Registrar so you should not attend at the medical practice or hospital to collect it.

You will have to tell the registrar: the person's full name (and any other names they had, such as a maiden name), the person's date and place of birth, their date and place of death, their usual address, their most recent occupation, whether or not they were receiving any benefits, (including State Pension) and the name, occupation, and date of birth of their spouse or civil partner.

### Step 3 – What you will get from the registrar

A certificate for burial or cremation (known as the Green Form) which gives permission for burial or for an application for cremation to be made and

A certificate of registration of death (form BD8) If the person who died was receiving any benefits or State Pension, you can use this form to ensure that those payments are adjusted. This won't be necessary if you use the Government's Tell Us Once service for England, Scotland and Wales.

### Step 4 – Getting extra certificates

If you need to you can buy extra death certificates – these will be needed for the will and any claims to pensions, savings, etc. It's best to pay for several copies, because copies requested at a later date may be more expensive. Ordinary photocopies aren't accepted by some organisations, such as banks or life insurance companies.

### Step 5 –Who do I need to tell about the death?

When someone dies, you must get in touch with certain organisations to let them know as soon as possible. You may be able to use the Tell Us Once service which is an optional and free service which allows you to report a death to many council and government

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organisations all at once, to save you time. The registrar will also provide you with the contact details for the Tell Us Once service.

The service will notify local and central government services of the death on your behalf, including:

- HM Revenue and Customs (HMRC) – to deal with tax and cancel benefits
- Department for Work and Pensions (DWP) – to cancel benefits, eg income support
- Passport Office – to cancel a passport. You'll need to return the passport to HM Passport Office.
- The local council – to cancel housing benefit, council tax benefit, a Blue Badge, inform council housing services and remove the person from the electoral register
- The Driver and Vehicle Licensing Agency (DVLA) – to cancel the deceased's driving licence. You'll need to return the driver's licence to the DVLA

You may need to contact other organisations as well, such as: Pension scheme provider; Insurance Company; Bank and Building Society; Employer; Mortgage Provider; Housing Association or Council Housing Office; Social Services; Utility Companies; GP; Dentist; Optician and anyone else providing medical care; Any Charities, Organisations or Magazine Subscriptions the deceased person made regular payments to and the Bereavement Register, which removes their details from mailing lists and stops most advertising mail.

**What do I do if the person who died had a Lasting or Enduring Power of Attorney?** You should send any Lasting Power of Attorney or Enduring Power of Attorney they had back to the Office of the Public Guardian, along with a death certificate, if you were their attorney.

## **How do I go about arranging a funeral?**

The person who died may have left funeral instructions in their will or a letter about their wishes. If there aren't any clear wishes, the executor or nearest relative will usually decide if the body will be cremated or buried and what type of funeral will take place.

Ask funeral directors for quotes to help you decide which company to use. Ask for an itemised quote which includes: the funeral director's services, a coffin transfer of the deceased person from the place of death, and care of them before the funeral, a hearse to the nearest crematorium or cemetery, and all necessary arrangements and paperwork. There may be extra charges for third parties such as the crematorium, clergy and doctors. Funeral directors may ask for these fees to be paid upfront.

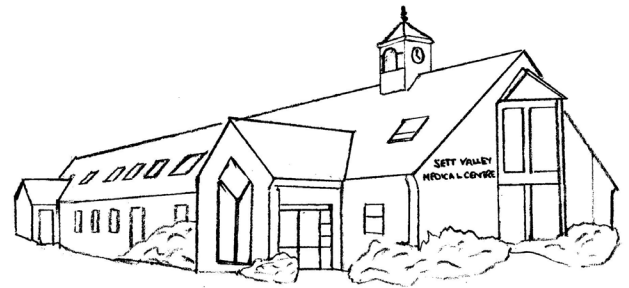
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Arranging a funeral without a funeral director -You don't have to use a funeral director if you don't want to – you can have a 'do-it-yourself' funeral. This type of funeral often takes place when someone makes their wishes clear before their death and plans for it themselves, as it can involve more advance planning. Contact your local council if you want to arrange a funeral in your local cemetery or crematorium.

Paying for a funeral - Arranging a funeral can not only be stressful – it can also be expensive. If you're paying for the funeral, think carefully about what you can afford. The funeral can be paid for by: you or other family members or friends, a lump sum from a life insurance policy or pension scheme the person paid into, a pre-paid funeral plan the person took out, the person's estate (any money, property or assets) they left and funeral costs take precedence over other debts, money the person had in a bank or building society, although they don't have to release the money until probate (the legal process of distributing the money, property and possessions of the person who's died) is granted. If there's a delay, you may need to pay the costs in the meantime.

Help with funeral costs - You may be able to get a Funeral Payment from the Social Fund if you're on a low income and meet the criteria. There are strict rules about who can get help and how much you will receive. You must be claiming Pension Credit or certain other means-tested benefits, and had a close relationship with the person who died – for example, you may have been their partner. Before making arrangements with a funeral director, call the DWP Bereavement Service or check with the local Jobcentre Plus to find out what help you might get.

All information from

[Age UK- When someone dies. All rights reserved.](https://www.ageuk.org.uk/globalassets/age-uk/documents/information-guides/ageukig03_when_someone_dies.inf.pdf)

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Derbyshire County Council – Registering a death.