## Heref ordshire.gov.uk

## APPLICATION FOR A GRANITE PLAQUE ON A SANCTUM 2000 MEMORIAL IN THE MILLENNIUM GARDEN

This is an interactive PDF form which you can electronically type into the fields or print to fill out manually.

To be completed by the Applicant and returned to Bereavement Services, Crematorium Office, Westfaling Street, Hereford HR4 0JE Tel: 01432 383200.

Sanctum 2 Memorial — This is a grey granite memorial vault with inscribed tablet in gilded lettering (includes the first 80 letters). It is placed for an initial 30-year period, with or without the interment of cremated remains. Additional lettering and or a motif / photograph can be added at an additional cost. The lease is available for renewal at any time. If the lease is not renewed, the cremated remains will be removed and interred in the surrounding lawns, the tablet removed and disposed of and the vault be made available for future leasing.

Please Note: No ornaments are allowed to be placed on the roof of this memorial vault.

The lease will commence on the day the interment takes place, the day the tablet is fitted or when the vault is reserved only.

A Sanctum 2000 vault can be reserved for future use, subject to the payment of the lease.

A Sanctum 2000 tablet takes between 6 – 8 weeks from time of ordering.

As a guide, the template below can be used to layout your inscription. If a motif / photograph is required, please be advised that the space left for the inscription will be reduced. If an additional inscription is required at a later date, lines 7 – 11 should be left blank. A proof will be supplied.

nsc	ripti	on is	s rec	quire	ed a	t a l	ater	da	te, li	nes	7 -	- 11	sho	ould	be	left	blar	nk. A	Apro	oof	will	be	sup	plied	d.
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11																									
This application is for a new / additional inscription																									
Motif, if required (see price list)																									
Please give details of the motif required including colouring:																									
Do you wish to inter cremated remains? It is recommended that cremated remains be in a polytainer)											Yes No														
Please indicate if you wish to purchase an alternative to the polytainer:																									
Please make appointment if you wish to attend Yes No																									

## I enclose a payment of £

(Cheques payable to Herefordshire Council)
(Cash and Card payments are also accepted)

I confirm the inscription is correct and that the Sanctum 2 tablet is placed for an initial 30-year period, with or without the interment of cremated remains in the memorial vault. The obligations of the Council under this lease do not extend to the repair, renewal or replacement of any memorial tablet unless the need for such repair, renewal or replacement is due to the negligence of the Council, its employees, contractors or other persons under the Council's control.

I understand and accept that should the lease not be renewed, the cremated remains will be removed from the memorial vault and interred in the lawns of the Millennium Garden and the vault be made available for future leasing.

Date Signature

HEREFORDSHIRE COUNCIL reserve the right to vary any inscriptions as may be found necessary or to refuse an application which is considered unsuitable.

If the lease is not renewed, the cremated remains will be interred in the surrounding lawns.

Applicant name and address (please print)									
Please print:	Mr	Mrs	Miss	Ms					
Address									
Postcode									
Tel. No:					E-Mail Address:				

## Please notify Bereavement Services of any changes to these details

On completing this form, please return it to:

HEREFORDSHIRE COUNCIL Bereavement Services Crematorium Office Westfaling Street HEREFORD

HR4 0JE Email: bereavement@herefordshire.gov.uk Tel: 01432 383200

Herefordshire Council is the Data Controller under data protection law and will use the information you provide on this form in order to process your application. The legal basis for processing this data is our legal obligations for providing bereavement services. We will keep your data in accordance with our Record Retention Schedule. Where necessary we may share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes. Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office https://ico.org.uk/

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For Office Use	Cremation No:		Lease Dates:
EBS 018/16	Invoice No:	Receipt No:	Millennium Garden – Sanctum 2000 No:
25/09/2019	Date Ordered:		Fix Sheet No:
Credit/Debit payment:	Order No:		Removal Sheet No:
Cash payment:	Additional Lease Years:		Fix Letter Sent:
A/C to Funeral Director:	Cheque No:		Scanned: