## Herefordshire.gov.uk

## APPLICATION FOR A GRANITE PLAQUE ON A SANCTUM 2 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 in the walled garden with an inscribed tablet in relief lettering. It is placed for an initial 30-year period, with or without the interment of cremated remains. A motif / photograph can be added at an additional cost. The lease is availablefor 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.

For any additional inscription the tablet is re-made.

A Sanctum 2 vault can be reserved for future use, subject to the payment of the lease.

A Sanctum 2 tablet takes between 6 – 8 weeks from time of ordering.

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

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. A proof will be supplied.

	1																									
	2																									
	3																									
	4																									
	5																									
	6																									
	7																									
Tablets need be re-made to add a further inscription. Please tick where appropriate.																										
Tł	This application is for a new / replacement tablet Vault number:																									
	I wish to retain the original tablet (if it can be removed undamaged) (collection only)																									
M	Motif, if required (see price list)																									
PI	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)YesNo																									
ΡI	eas	e in	dica	ate i	f yo	u wi	sh t	io pi	urch	ase	e an	alte	erna	tive	to t	he	poly	tain	er:		Ye	es	N	0		

 Do you wish to wait for the inscribed tablet before interring the cremated remains?
 Yes
 No

 Please make appointment if you wish to attend
 Yes
 No

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l enclose a pa	yment of £			l	(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:	7							
Please notify Bereavement Services of any changes to these details												
On completing	a this form.	olease retu	rn it to:									
On completing this form, please return it to: HEREFORDSHIRE COUNCIL Bereavement Services												
Crematorium Westfaling St												
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/												
For Office Use		Cremation No	:		Lease Dates:							
EBS 018/16		Invoice No:	F	Receipt No:	Location:							
25/09/2019		Date Ordered	:		Location: Millennium Garden – Sanctum 2 No:							
Credit/Debit payme	ent:	Order No:			Removal Sheet No:							
Cash payment:		Additional Lea	ase Years:		Fix Letter Sent:							
A/C to Funeral Dire	ector:	Cheque No:			Scanned:							

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