## Herefordshire Council APPLICATION FOR A GRANITE PLAQUE ON A KERB MEMORIAL

(Please  $\sqrt{}$  where appropriate)

Memorial Kerb in the Garden of Remembrance at Hereford Crematorium

Memorial Kerb in the Millennium Garden at Hereford Crematorium

Memorial Kerb in the Garden of Memory at Leominster Cemetery\*

(Requests to inter cremated remains behind memorial plaques will be declined)

New 6" x 4" granite memorial plaques are placed for an initial 10-year period. Bereavement Services will endeavour to contact you before the expiration of the lease with details of renewal. If you do not wish to renew the lease, the plaque will be removed either for recycling or collection. Please be advised that we will make every effort to remove the granite plaque intact. Herefordshire Council will dispose of the memorial plaque if it is not collected.

Kerb spaces can be reserved for future use if required (subject to the payment of the lease).

\* Please note: Some older bronze memorial plaques in Leominster Cemetery are 6" x  $2\frac{3}{4}$ ". If you have a reserved lease where these are situated and you wish to order a granite plaque, you can only order 6" x 4" granite plaque.

Granite plaques are ordered on an individual basis and take approximately 6 – 8 weeks.

The lease will commence on the day the plaque has been fitted.

## \*\* TO ORDER A GRANITE VASE – PLEASE COMPLETE A SEPARATE FORM – ALSO SEE PRICE LIST

NO MORE than ONE LETTER or NUMBER must be written in each box **DO NOT FORGET TO INCLUDE SPACES IN YOUR INSCRIPTION.** A space counts as a letter or number. We will centre the text on the tablet; this guide box is only to aid your choice of inscription. The inscription **MUST** be clearly written in block capitals.

Please  $\sqrt{1}$  colour of lettering requested on plaque: Grey  $\square$  OR Gilded

If colour is not selected, the inscription will be shown in grey lettering

If you would like a motif, please give details of the illustration required, including colouring and please contact Bereavement Services for the additional cost of this motif

If a motif is required, please do not use the lightly shaded area

| 1 |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |

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

| **Plaque<br>& Vase | Plaque<br>Only |
|--------------------|----------------|
|                    |                |
|                    |                |
|                    |                |

| Plaques need be re-made to add a further inscription. Please $$ where appropriate.  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| This application is for a replacement/reserved plaque   |  |  |  |  |  |  |
| I wish to retain the original plaque 🔄 I will collect 🔄 Please post (P&P applies)   |  |  |  |  |  |  |
| Herefordshire Council may recycle the original plaque   |  |  |  |  |  |  |
| Please be advised that we will endeavour to remove the plaque intact. However, there may be circumstances beyond our control that prevent us from doing so.   |  |  |  |  |  |  |
| I enclose payment of £ (Cheques payable to Herefordshire Council)<br>(Cash and Card payments are also accepted)   |  |  |  |  |  |  |
| I confirm the inscription is correct and that the memorial plaque will be placed for an initial 10-year period. The obligations of the Council under this lease do not extend to the repair, renewal or replacement of any plaque 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.   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
| Applicant name and address (Please print)   |  |  |  |  |  |  |
| (Mr/Mrs/Ms/Miss)  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
| Post Code   |  |  |  |  |  |  |
| Tel No. E-mail:   |  |  |  |  |  |  |
| Please notify Bereavement Services of any changes to these details  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
| On completing this form, please return it to:   |  |  |  |  |  |  |
| HEREFORDSHIRE COUNCIL<br>Bereavement Services<br>Crematorium Office<br>Westfaling Street<br>HEREFORD  |  |  |  |  |  |  |
| HR4 0JE 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 <a href="https://ico.org.uk/">https://ico.org.uk/</a> |  |  |  |  |  |  |

| For Office Use           | Cremation No:           | Lease Dates:      |  |  |  |  |
|--------------------------|-------------------------|-------------------|--|--|--|--|
| EBS 018/6                | Invoice No: Receipt No: | Location:         |  |  |  |  |
| 25/05/2018               | 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:          |  |  |  |  |