Heref ordshire.gov.uk

APPLICATION FOR A BRONZE PLAQUE ON A KERB MEMORIAL

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.

(Please tick where appropriate)	**Plaque & Vase	Plaque Only
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. The lease is available for renewal at any time. Kerb spaces can be reserved for future use if required (subject to the payment of the lease).

* Please note: Some older plaques in Leominster Cemetery are 6" x 2¾". If you have a reserved lease where these are situated and you wish to order this same size, please tick here:

If this box is not ticked, a 6" x 4" plaque will be ordered for Leominster Cemetery.

The lease is available for renewal at any time.

Bronze plaques are ordered at the end of each month and take approximately 4 – 6 weeks.

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

Plaque inscription guidance - Permitted number of 19 letters / figures / spaces per line.

If you require a bronze motif within your inscription, please note that the inscription will have to be reduced and there is a charge for this motif.

If you require a bronze motif, please state design request here:

Please note that designs are subject to availability

** TO ORDER A GRANITE VASE - PLEASE COMPLETE A SEPARATE FORM - ALSO SEE PRICE LIST

1 2 3 4 5 6 7

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

Plaques need be re-made to add a further inscription. Please tick where appropriate.				
This application is for a replacement plaque Plaque number, if known:				
I wish to retain the origin	al plaque I w	ill collect	Please post (P&P applies)	
Herefordshire Council may recycle the original plaque				
I enclose a payment of £		Ι, .	payable to Herefordshire Council) 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.				
Date	Sig	gnature		
Applicant name and address (please print)				
Please print: Mr Mr	s 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/				
For Office Use	Cremation No:		Lease Dates:	
EBS 018/16	Invoice No:	Receipt No:	Location:	
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:	