

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 original plaque I will collect Telephone No:

Herefordshire Council may recycle the original plaque Please post (P&P applies)

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 a payment of £ (Cheques payable to Herefordshire Council)
 (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.

No floral tributes are permitted around this memorial in the Garden of Reflection.

Date **Signature**

Applicant name and address (please print)

Please print:	Mr Mrs Miss Ms		
Address			
Postcode			
Tel. No:			

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:	Bird Bath - Garden of Reflection: Row: Position:
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: