

## APPLICATION FOR A BRONZE PLAQUE ON A TREE 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)	<b>**Plaque &amp; Vase</b>	<b>Plaque Only</b>
<b>Memorial Tree (please telephone to discuss location and variety available)</b>		
(NAME OF TREE VARIETY CHOSEN AND TREE REF NO.)		

**(Requests to inter cremated remains beneath memorial trees and behind memorial plaques will be declined)**

New 6" x 4" bronze memorial plaques are placed for an initial 10-year period. 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 sited.

**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**

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**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 original plaque	I will collect	Please post (P&P applies)

Herefordshire Council may recycle the original plaque

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. Memorial trees remain the property of Bereavement Services

**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.

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](mailto: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: