

Plaques need be re-made to add a further inscription. Please ✓ where appropriate.

This application is for a replacement/reserved 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

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)
(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.

Date **Signature**

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
Bereavement Services
Crematorium Office
Westfaling Street
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 <https://ico.org.uk/>

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: