

APPLICATION FOR A BRONZE PLAQUE ON A MEMORIAL BENCH

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.

Memorial Bench – we provide a plastic memorial bench and deal with its maintenance (Please ring to discuss their location and availability. Please tick where appropriate)

Memorial Bench in the Garden of Remembrance at Hereford Crematorium	
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Memorial Bench in the Millennium Garden at Hereford Crematorium	
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Memorial Bench in Hereford Cemetery		Memorial Bench in Kington Cemetery	
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Memorial Bench in Leominster Cemetery		Memorial Bench in Wigmore Cemetery	
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Please note – Memorial Benches are purchased on behalf of a family for display of their memorial plaque. The size of the plaque is 9" x 2½" and the plaque will be fitted at the centre position. Only one plaque position is available on each plastic bench.

Plaques are placed for an initial 10-year period. The lease is available for renewal at any time. If the lease is not renewed, the plaque will be removed ready for its collection or posted (p & p will apply) and the bench made available for future leasing. Herefordshire Council will dispose of the memorial plaque if it is not collected or posted.

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

The lease will commence the day the plaque has been fixed and the memorial bench sited.

Inscription guidance without motif – Permitted number of 32 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:

**Permitted number of 23 letters/figures/spaces per line.
Please note that designs are subject to availability**

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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

Telephone No:

Herefordshire Council may recycle the original plaque

Please post (P&P applies)

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 and memorial bench will be in place 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. Benches remain the property of Bereavement Services.

Date

Signature

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 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:

Temporary Entry:

EBS 018/16

Invoice No:

Receipt No:

Date Temporary Entry Raised:

25/09/2019

Date Ordered:

Late Entry:

Credit/Debit payment:

Order No:

Date Late Entry Ordered:

Cash payment:

Cheque No:

Order No:

A/C to Funeral Director:

Scanned: