

Payment

By post - You can post this completed application form to the cemetery office with a cheque. Please also enclose a stamped, self-addressed envelope for return of receipt.

In person – You can call in to the cemetery office during opening hours where payment can be accepted as credit or debit card or cheque.

Payment in cash cannot be accepted.

Cheques should be made payable to; -
BIRMINGHAM CITY COUNCIL

If a receipt or return of photograph is required, please remember to enclose a stamped addressed envelope.

Value enclosed: £

Name of Applicant

Applicant's Address

Post Code Tel No

NB. This Memorial is leased for 10 years from application.

Signature.....

By signing above you also agree to the “points to note” at the front of this application form. Applications will not be accepted unsigned.

DATA PROTECTION ACT 1998
The information provided on this form will be held on file notified under the Data Protection Act 1998. The information will be used for the management of memorial leases and will not be divulged to anyone outside Birmingham City Council.

FOR OFFICE USE ONLY

Register No..... Received..... Receipt No.....

Order Placed..... Date Positioned..... Letter sent

BEREAVEMENT SERVICES

Application Form

Granite Memorial Bench Plaques



COST AT TIME OF ISSUE

With Inscribed Motif With Photo Plaque

Prices are normally reviewed on 1st April each year, but are subject to change at any time. You should check that this price is correct before completing the application.

Memorial Scheme Application Form Granite Memorial Bench Plaques

INSCRIPTION — Please complete the inscription in the table below showing spaces and punctuation as you wish it to appear on the plaque. Please complete clearly and using BLOCK CAPITALS.

LINE 1																			
LINE 2																			
LINE 3																			
LINE 4																			
LINE 5																			
LINE 6																			
LINE 7																			

In order to ensure that an inscription will fit onto the Plaque, please note the following information:-

- ◆ The inscription may not exceed more than 12 letters and/or spaces per line as appropriate.
- ◆ Line 4 must have a maximum of 7 characters including spaces for fixing purposes.
- ◆ A space counts as a letter or number. All text will be centred on the tablet.

We are unable to accept responsibility for an incorrect inscription due to illegible or ambiguous writing.

Once order has been accepted, please allow up to 6-10 weeks for completion and for the plaque to be placed. Please ask Crematorium Staff who will be only too pleased to help if you require clarification or assistance in completing this order form.

Photoplaque/Motif (please mark appropriate box)

Motif Photoplaque Photo enclosed

If motif requested—please state which one _____

Important points to note prior to application.

Located in the Garden of Remembrance.

The Granite Memorial Bench Plaques are available to lease for a period of 10 years.

Nick names/ pet names / terms of affection are permitted only if approved by cemetery staff.

The City Council cannot be held responsible for any damage whether accidental or wilful that may occur to the plaque whilst in the cemetery grounds.

No items such as vases, trinkets, balloons etc may be placed by or attached to the plaque and the City Council reserves the right to remove any unauthorised items without prior notice.

Please be advised, the plaque will be produced exactly as you have written on the page opposite. Check your spelling and punctuation. Mistakes cannot be rectified without incurring additional charges.

The City Council reserves the right to refuse any inscription that is deemed to be unacceptable for display in a public place.

You may detach this page and keep it for your records.