

## 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.

PLEASE ALLOW 6 – 10 WEEKS FOR YOUR ORDER TO BE COMPLETED

### 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

Crem No..... Received..... Receipt No.....

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



## Application Form

# Woodland Boulder Memorial 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.**

**Important points to note prior to application.**

**“Rustic memorials that blend into their natural surroundings”**

Pitched and Polished Boulders are granite.

The Boulder comes with a textured finish on both the walls and the roof.

The Boulders come with a gold topped flower vase and a plaque

Pitched and Polished in appearance, small size and textured finish.

Familiar 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 or the boulder whilst in the cemetery grounds.

No items such as vases, trinkets, balloons etc may be placed by or attached to the boulder 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.

**Memorial Scheme Application Form**

**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																			

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

- ◆ The name uses a larger typeface than the remainder of the inscription and therefore it may not exceed more than 12 letters and/ or spaces per line. The name should be confined to the top 2 lines.
- ◆ Lines 3 & 4 have blacked out boxes these indicate where the drill holes are located on the Granite Tablet – **THESE MUST NOT BE USED.**
- ◆ **If you want a design or photoplaque do not use the shaded grey area for inscription.**
- ◆ The lower 2 lines can have up to 18 smaller letters and / or spaces.
- ◆ 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 weeks for completion and for the plaque to be placed. Please ask Cemetery 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)

Photoplaque  Motif  photo enclosed

If motif requested—please state which one \_\_\_\_\_