

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 is required,
please remember to en-
close a stamped addressed
envelope.

Value enclosed: £

Name of Applicant

Applicant's Address

Post Code Tel No

Signature.....

By signing above you also agree to the “points to note & Declaration” within 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

Memorial Bench



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 Memorial Bench and Plaques

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

LINE 1	
LINE 2	
Where would you like the Bench positioned? State Section/Grave number if applicable or a description of the area	

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

- ◆ May not exceed Fifty (50) characters per line
 - ◆ A space does not count as a character . All text will be centred on the tablet. Punctuation is counted as a character
- 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 6-12 weeks for completion and for the bench to be placed.

DECLARATION

I understand that the Memorial Bench is to be placed within the cemetery at my own risk. The bench remains the property of me, the purchaser and as such I will not hold the City Council responsible with regard to maintenance, damage ~ be that wilful or accidental, loss or theft.

I have been advised that it is recommended that insurance cover should be taken out to cover all risks as all Cemeteries and Crematoria grounds are classed as public areas and are, regrettably, subject to the risks mentioned above.

I have read and agree to abide by all of pages 2 and 3 points and the above declaration: Name: _____ Signature: _____ Date: _____	For office use: Position agreed: _____ Name: _____ Designation: _____ Date: _____
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Important points to note prior to application.

Memorial Benches are available as a standard 6 foot ‘Glen Isla’ (pictured) which includes two posy vases, a two line inscription of up to 50 characters per line, fixing and VAT.

The position of the bench must be agreed with the Superintendent/ Bereavement Officer prior to order/installation as benches can only be placed in certain areas. We also reserve the right to reposition the bench at any time should we feel it necessary to do so or to remove it completely ~ particularly should it become unsafe.

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

Please note only approved benches are allowed to be placed within the city cemeteries. You are not permitted to bring alternative benches into this cemetery and as such we reserve the right to remove any unauthorised benches.

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 bench whilst in the cemetery grounds.

Please be advised, the bench 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.