

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.

By card - Please ensure your phone number is on the application form and we will phone you up on receipt of application to take payment over the phone.

Payment in cash cannot be accepted.

Cheques should be made payable to; -
BIRMINGHAM CITY COUNCIL

Value enclosed: £

Name of Applicant

Applicant's Address

Post Code Tel No

NB. This plaque 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

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



Application Form

Octagonal Planter 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.

Memorial Octagonal Planter plaques are leased for a period of ten years and may be available for renewal at the end of the term although this cannot be guaranteed.

Plaques are of **rust** granite only and the lettering is gold. A granite planter with vases at the base of each of the eight faces for the placement of flowers.

Each tablet has the option for an inscription.

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 Planter whilst in the cemetery grounds.

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

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**.

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| LINE 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| LINE 2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| LINE 3 | | | | | | | | | | | | | | | | | | | | | | | | | |

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

Line 1: name only up to 17 letters and/or spaces.

Line 2: Dates only in format given below

Line 3: For your own short message. Up to 25 letters and/or spaces

- ◆ The name uses a different typeface from the remainder of the inscription, therefore it may not exceed more than 17 letters and/or spaces per line
- ◆ The fixing holes are located where the blacked out boxes are on line 2. These boxes cannot be used. This line is recommended for the dates.
In either of the following formats:
A) 1920 — 1923; or b) 12.3.1920 — 11.10.1993
- ◆ The lower line may have up to 25 smaller letters and/or spaces for your own message.
- ◆ Do not forget to include spaces in your description. 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 Cemetery Staff who will be only too pleased to help if you require clarification or assistance in completing this order form