

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

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.

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

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

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

Sundial 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 Sundial 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 **black** granite with gold lettering.

There are three different sized plaques small, medium and large corresponding to the tiers of the sundial. Each plaque can also be personalised by the addition of a photoplaque or motif. You must ensure your preference as to size and photo/motif (if applicable) is clearly shown on the application where indicated.

- ◆ The large plaque measures 10½” by 4¾” and will be placed on the lower tier of the sundial. Cost £403.00
- ◆ The medium plaque measures 8¾” by 4¾” and will be placed on the centre tier of the sundial. Cost £363.00
- ◆ The small plaque measures 7¼” by 4¾” and will be placed on the top tier of the sundial. Cost £346.00
- ◆ The photoplaque or motif (if required) will measure 4cm x 3cm for all plaques and is at an additional cost of £72.00

Familiar names / terms of affection are permitted only if approved by cemetery staff. The City Council reserves the right to refuse any inscription that is deemed to be unacceptable for display in a public place.

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

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

Prices are reviewed annually on 1st April and may be subject to change.

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

Memorial Scheme Application Form Sundial plaque

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	26	27	28	29	30	31	32
LINE 1	S	H	A	D	E	D																										
LINE 2		A	R	E	A																											
LINE 3				F	O	R																										
LINE 4	D	E	S	I	G	N	/																									
LINE 5	P	H	O	T	O																											

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 therefore it may not exceed more than 15 or 18 or 22 letters and/or spaces per line as appropriate dependant upon plaque size. The name lines should be kept to the top two lines if possible.
- ◆ The fixing holes are located where the blacked out boxes are on line 3. These boxes cannot be used. This line is recommended for the dates. Maximum of 14 or 19 or 26 characters and/or spaces as appropriate dependant upon plaque size.
- ◆ The lower two lines (No. 4 & 5) can have up to 20 or 25 or 32 smaller letters and/or spaces as appropriate dependant upon plaque size. Use these lines to personalise your plaque in memory of your loved ones.
- ◆ 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 onto the sundial. Please ask Cemetery Staff who will be only too pleased to help if you require clarification or assistance in completing this order form

Size of plaque required (please mark appropriate box)

Small

Medium

Large

Photoplaque/Motif (please mark appropriate box)

None

Photoplaque

Motif

If motif requested — please state which one _____