

APPLICATION FOR A BRONZE KERB PLAQUE MEMORIAL

And a lease for the period of 10 years in the Gardens of Remembrance *(please complete both sides)*

Plaque No.		Plaque Position	
Maximum characters:	Per line (not counting spaces)	18	
	Between screw holes or on a line with one motif	14	
	Total maximum characters over six lines	80	

Optional motifs are shown overleaf. *(There is an additional charge for motifs.)* **Most motifs will take up three lines in a corner of the plaque.**
The inscription will appear in upper case. If you require lower case lettering a proof may be forwarded for your approval before the order is accepted.
Please ensure that you have checked carefully your inscription below, as mistakes cannot be altered afterwards. The Council reserves the right to vary any inscription as may be found necessary or to refuse wording which is considered unsuitable.

UL MOTIF		UR MOTIF
UL MOTIF		UR MOTIF
UL MOTIF		UR MOTIF
Screw hole		Screw hole
LL MOTIF		LR MOTIF
LL MOTIF		LR MOTIF
LL MOTIF	Plaque number	LR MOTIF

Please supply and fix a plaque in the above position with the above inscription.
 I understand that additional memorabilia (for example, cards, photos, glass, metal and ceramic objects) will not be permitted on the lawns and will be removed.

I wish to have the following Motif(s) (See overleaf): <i>Please indicate in which corner you want the motif to appear: upper left; upper right; lower left or lower right.</i>	UL	UR
	Motif code:	Motif code:
	LL	LR
	Motif code:	Motif code:

I enclose a total payment of: <i>Cheques are made payable to the London Borough of Havering.</i>	£	Please call me to take payment by debit or credit card	
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When the replacement plaque is fixed: <i>(If applicable)</i>	Please hold the old plaque in your office for collection		Please send the existing plaque to address overleaf <i>(£5 fee applies)</i>	
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Applicant

I understand that as the memorial owner, it is my responsibility to contact the authority if I wish to renew the lease for a further 10 years and to inform the authority of any change to my address.

Mr/Mrs/Miss/Ms <i>Please indicate</i>	Surname	First Names		
Address	Postcode			
Telephone		Email		
Signature of owner		Date		

 160FM	 72C	 5U	 68G
 66H	 53P	 21BF	 15T
 46D	 9D	 36S	 1R

The Gardens of Remembrance, open daily 9.00am – 7.00pm (April to October) and 9.00am – 4.00pm (Nov- March) including Christmas Day, Boxing Day, New Year's Day and all other Bank Holidays.

Bereavement and Registration Services, South Essex Crematorium, Ockendon Road, Upminster RM14 2UY
Tel: 01708 434433 Fax: 01708 434422 Email: cemeteries@havering.gov.uk

The supply of the memorial is governed by the Sale and Supply of Goods Act 1994
Havering Council is the Data Controller and personal data that you provide will be used by us for Bereavement Services to fulfil this contract. To find out more about how we use, store and protect your data visit <https://www.havering.gov.uk/dataprotection> or email Accessinfo@havering.gov.uk.