

Guidance notes for completing a Book of Remembrance Application Form

Please take care to ensure that your entry is submitted correctly and that spellings, dates and other details are correct. It may not be possible to correct any mistakes once the entry has been inscribed in the book, and charges may apply if errors can be corrected. Once an entry is inscribed in the book it cannot be removed. To help construct your entry, please take note of the following:

1. The first line must be the name of the deceased, surname first, followed by any given names and must not exceed 35 characters, including spaces.
2. The remaining lines are for your choice of text but each line can only contain a maximum of 35 characters including spaces.
3. Each entry must consist of a minimum of 2 lines and a maximum of 8 lines.
4. An entry may be embellished with a design or an emblem such as a spray of flowers, coat of arms or regimental badge. Designs or emblems can only be inscribed with entries over 2 lines and must be chosen at the time of application as they may not be able to be added at a later date.
5. For nonstandard designs or emblems, please can you provide a good quality picture so the artist can copy the image. Please note, however, that images covered by copyright will not be copied unless written authorisation from the copyright holder is attached to the application. The picture will be returned to you following the completion of the entry.
6. It is important to remember that the date displayed on the top of the page in the book will not show the year, as each volume covers several years. If you require the year to be shown, you must include it in your entry.
7. Final layout and style is entirely at the discretion of the artist / calligrapher. We are unable to accept responsibility for an incorrect inscription due to illegible writing.
8. Memorial cards are available too. They are engraved cards with a replica of the inscription hand-drawn/written by the same artist. (Note: these are not available unless an entry is placed in the book).



Bereavement Services

Book of Remembrance Application Form

Cambridge City Crematorium
Huntingdon Road
Cambridge
CB3 0JJ

01223 458000

bereavementservices@cambridge.gov.uk

www.bereavement.cambridge.gov.uk

Date to appear in the Book:

Surname	Forenames
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Do you require a design or emblem? Yes/ No If yes, what do you require?

.....

Name of Applicant: Mr/Mrs/Miss/Dr/Other:

Address:

.....

.....

Postcode:

Telephone Number:

Mobile Number:

Email address:

Book of Remembrance Prices correct until 31st March 2020			Memorial cards	No. required	
2 line entry	£ 117.00	£	£47.00		£
5 line entry	£ 158.00	£	£61.00		£
8 line entry	£ 209.00	£	£74.00		£
Design	£ 82.00	£	£82.00		£
Badge	£ 117.00	£	£117.00		£
Total		£	£		£

I have referred to the guidance and prices and enclose a cheque for £..... in respect of the fees for an insertion in the Book of Remembrance and Memorial Cards (cheques should be made payable to Cambridge City Council).

If you wish to pay by debit or credit card please tick here and we will telephone you: []

Data Protection

Cambridge City Council will use the information you have provided on this form for administration purposes to facilitate your memorial application. You have the right to see the information held about you and to have any inaccuracies corrected.

Applicant's Signature: Date:

NB Your signature confirms the details / spelling contained in your application.

Please send your completed application to the Bereavement Services office at the address overleaf. If you intend to view the entry on the 1st anniversary, please ensure your application is received no later than 5 months before the anniversary date.