

These granite books hold personalised plaques to commemorate loved ones whose ashes have been scattered within our grounds

1. The initial lease period is for 5 years from the date of placing the memorial plaque in the book. The lease can continue to be renewed by lease periods in existence at the time of expiry.
2. Only the leaseholder can apply for an extension on the lease or any changes to the plaque.
3. At the end of the lease, the leaseholder will be contacted at the last given address. If the leaseholder changes address it is their responsibility to inform the Bereavement Services office.
4. If the lease is not renewed, the plaque will be removed from the grounds and retained in the crematorium office, from where they can be collected if required. Whilst we will try to avoid it, please be aware that the plaque may become damaged during removal.
5. If we have not heard from you one year after the expiry date, we will dispose of the plaque.
6. The council reserves the right to refuse any inscription that is considered unsuitable. The final layout of the inscription is at the discretion of the engraver.
7. Once placed in the grounds, the plaque becomes the property and responsibility of the leaseholder.
8. No vases, pot plants, shrubs, bedding plants, memorabilia or any other form of tribute are permitted in the grounds.
9. Leaseholders will be notified when the plaque is in position.
10. Replacement plaques or additional inscriptions are available for a fee. The lease will be from the placement of the original plaque.

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

1. There are 5 lines with 19 letters permitted per line.
2. If you require a further inscription on the tablet please ensure that enough space is left for the inscription.
3. We will centre the inscription on the tablet; the guide box is only to aid your choice of inscription
4. Don't forget to include spaces in your inscription. A space counts as a letter or number.
5. The inscription must be clearly written in block capitals. We are unable to accept responsibility for any incorrect inscription due to illegible or ambiguous writing.



Bereavement Services

Application Form for External Book of Remembrance

Cambridge City Crematorium
Huntingdon Road
Cambridge
CB3 0JJ

01223 458000

bereavementservices@cambridge.gov.uk

www.bereavement.cambridge.gov.uk

Line 1																			
Line 2																			
Line 3																			
Line 4																			
Line 5																			

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

.....

Address:

.....

Telephone Number: Mobile:

Email address:

Please indicate which location you would prefer: Cambridge Crematorium / Cambridge City Cemetery

Fees
 £267.00 for the dedication of a plaque for a 5 year lease. This includes an inscription. Replacement/updated plaques and designs are available for an additional fee and are priced on application.
 Prices are correct until 31st March 2020.

I enclose a cheque for £..... in respect of the fees above (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: []
 Alternatively, if you would like to pay via direct debit over a period of 12 months, please contact the office.

Data Protection: The Cambridge City Council will use the information you have provided on this form for administration of your memorial application. You have the right to see the information held about you and to have any inaccuracies corrected. Cambridge City Council Bereavement Services shall retain and process your data in accordance with UK Data Protection and Privacy legislation.

We will contact you at the end of the lease period to notify you of your options regarding the memorial unless you advise us accordingly.

I have read these Terms and Conditions and agree to abide by them. I confirm the inscription and details above are correct and are in accordance with the guidance

Applicant's Signature: Date:

Please send your completed application to the Bereavement Services office at the address overleaf.