

The Gardens of Remembrance at the crematorium contain memorial vaults, known as Sanctum 2000s. They offer a personalised place in which your loved one's ashes can be safely stored. The Terms and Conditions that apply are:-

1. The initial lease period is for 10 years from the date of placing the memorial plaque on the vault. 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 and the ashes will be removed from the grounds and retained in the crematorium office, from where they can be collected if required.
5. If we have not heard from the leaseholder one year after the expiry date, we will scatter the ashes in our grounds and 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. The vault remains the property of the council and leaseholder has no rights regarding it.
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. The names are in a large typeface and take up more room on the tablet therefore only 18 letters are permitted on name lines only (see dotted line).
2. If a large design is required please do not use the shaded boxes for the inscription.
3. If you require a further inscription on the tablet please ensure that enough lines are left for the inscription.
4. We will centre the inscription on the tablet; the guide box is only to aid your choice of inscription
5. Don't forget to include spaces in your inscription. A space counts as a letter or number. 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.
6. The allowance of 80 characters (not including spaces) is included in the price of the Sanctum.



## **Bereavement Services**

### **Sanctum 2000 Application Form**

Cambridge City Crematorium  
Huntingdon Road  
Cambridge  
CB3 0JJ

01223 458000

[bereavementservices@cambridge.gov.uk](mailto:bereavementservices@cambridge.gov.uk)

[www.bereavement.cambridge.gov.uk](http://www.bereavement.cambridge.gov.uk)

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LINE 1																									
LINE 2																									
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LINE 10																									
LINE 11																									

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

Address: .....

Telephone Number: ..... Mobile: ..... Email address: .....

**Fees**

£1674.00 for the dedication of a vault and provision of a plaque for a 10 year lease. This includes an inscription of 80 letters. Additional letters are £5.60 per letter. Replacement/updated plaques and designs/photoplaques are available for an additional fee and are priced on application. [Prices correct until 31<sup>st</sup> 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:** 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.