

GARDEN OF REMEMBRANCE

Part 2A Application Form for Interment into the Columbarium to confirm tile details.

Adult form

Please complete this form in BLOCK CAPITALS

Name and details of Applicant

Name including title: Mr/Mrs/Miss/Other (Please delete as appropriate)	
Address:	Post Code:

Full name of Deceased – this is to confirm our application form matches our file.

Surname:	
First Name/s:	

Please confirm you have completed the main form YES / NO

We cannot process this form until the application form has been completed.

Is this interment inside the Columbarium in an existing Niche? YES / NO

If YES, what name is on the current tile? _____

If NO, please note: There are two spaces to each Adult Niche. Each Charge is for a single first or second interment. The Childrens Columbarium is for those 18 or under and is only a single space. If this is a baby or child, use form 2C, unless you have been told by us to do otherwise.

We fill the Columbarium starting top left and completing each side in turn, going anti-clockwise.

Charges

All charges include VAT.

These prices include a stainless-steel urn used to intern the ashes. Biodegradable urns are special request only but mean no second interment at a future time.

Prices for residents - Adult

Niche space charge for 25 years (inclusive of first interment): Resident **£530**

2nd Resident **£79**, plus the cost of a replacement tile **£194**

Additional cost for Motif is **£90**

Prices for non-residents - Adult

Niche space charge for 25 years (inclusive of first interment): Non-resident **£986**

Additional cost for Motif is **£90**

Prices for Babies & Children - resident or non-resident - use form 2C

It is the policy of the Town council to particularly support those who have suffered the loss of babies or children under the age of 18 inclusive. We therefore subsidise this cost of this in the Babies and Child Columbarium. Fees can be found on form 2C.

Children interred in the adult section do not qualify for the reduced fees.

If this is a baby or child, use form 2C, unless you have been told by us to do otherwise.

If you have been asked to complete this form for a child instead, please tick.

Office use only section of this form.

Four Styles of Font are available, and these can be mixed as to how you wish.
All lettering is done **Gold** (as seen below) to keep to uniformity.

D1. In Loving Memory Of **IN LOVING MEMORY OF**

D2. In Loving Memory Of **IN LOVING MEMORY OF**

D3. In Loving Memory Of **IN LOVING MEMORY OF**

D4 *In Loving Memory Of* **IN LOVING MEMORY OF**

These are examples of how your **Adult** tile may look. Please take your time in choosing how you want it to look. You may want to work out the design first on a separate piece of paper, before completing the form.



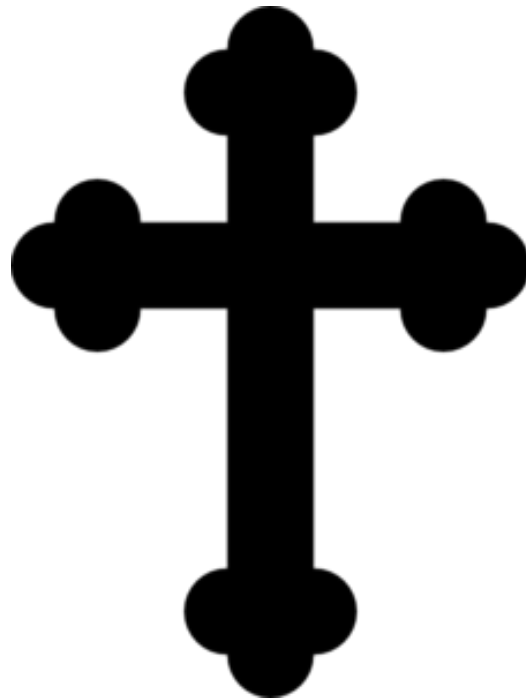
In Loving Memory Of
DENNIS SAMPLE
9.10.1921 ~ 11.12.2013
A Much Loved Husband,
Dad & Grandad
Loved & Remembered
Also His Beloved Wife
SHARON SAMPLE
10.11.1922 ~ 12.12.2014
A Much Loved Wife, Mum,
Gran & Great Gran

Together Again



Adding a Motif

You may want to add a 'motif' or just keep it simple. Examples are as below. We request a simple motif, and this usually would be in line art style. If you wish to add this, please give as much detail as possible. Examples as below. You can also have 2 colours in addition to the white (silver)/gold motif.



Please tell us below, details of what you would like to be added. Please do not forget to add the space you wish it to be placed to the final design of the tile ****This is most important**** Or you can attach or email an example if you wish to assist us further: -

Final Design

How to complete this section of the form. An example of what your form should look like has been included in this form. Please study it, ensuring you select which font you wish for each line. On the next page is a blank form for you to complete. **IMPORTANT:** Leave half the tile space blank of you wish for an interment of a second person. Otherwise, the whole design will have to be re-done at a future time. (See photo tile example)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	FONT SIZE	STYLE		
Line 1	I	N		L	O	V	I	N	S		M	E	M	O	R	Y		O	F					D3	H/L	
Line 2	D	E	N	N	I	S		S	A	M	P	L	E											D1	H	
Line 3	9	-	1	0	-	1	9	2	1	-	1	1	-	1	2	-	2	0	1	3				D3	H/L	
Line 4	A		M	E	C	H		L	O	V	E	D		H	U	S	B	A	N	D				D3	H/L	
Line 5	D	A	D		+		G	R	A	N	O	A	D											D3	H/L	
Line 6	L	O	V	E	D		+		R	E	M	E	M	B	E	R	E	D						D4	H/L	
Line 7	A	I	S	O		H	I	S		B	E	L	O	V	E	D		W	I	F	E			D3	H/L	
Line 8				S	H	A	R	O	N		S	A	M	P	L	E								D1	H	
Line 9				1	0	-	1	1	-	1	9	2	2	-	1	2	-	1	2	-	2	0	1	4	D3	H/L
Line 10	A	M	C	H	X		L	O	V	E	D		W	I	F	E		M	U	M				D3	H/L	
Line 11	G	R	A	N		+		G	R	E	A	T	G	R	A	N								D3	H/L	
Line 12	T	O	G	E	T	H	E	R		A	S	A	I	N										D4	H/L	
Line 13																										
Line 14																										
Line 15																										
Line 16																										

Would you like to be Present for the Interment of the Coffin? No

Do you require a grant? No If Yes please state the design THIS IS

Guidelines for Inscription

Please note that only one letter per space and one space between each word must be shown on the form above.

Please use the font styles D1, D2, D3, D4 in the font box next to each line.

Please indicate higher case (H), lower case (L) or initial and lower case (H/L) in the right hand font box.

Please use BLOCK CAPITALS.

Names can go over two lines.

Please supply the following material with the inscription as set out above.

I understand and agree that the material shall be subject to the following conditions:

Conditions of Sale

- The positioning of the inscription shall be determined by the Burial Ground Services Manager.
- Please notify the Burial Ground Services Office of any change of address - failure to do so may result in non receipt of material.
- A flower holder is provided for each inscription. Other types of floral arrangements, ordered plants etc are NOT permitted.
- An additional inscription may be added at any time within the design tool and this would be in the form of a replacement memorial. The cost would be the current rate at the time of application.
- The inscription shall be the property of the purchaser who may collect the plaque after the expiry of a fixed period.

I agree to the conditions as above.

Signed Mr Sample



	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	FONT D1,D2,D3D 4	lower cas, upper case, both
Line 1																								
Line 2																								
Line 3																								
Line 4																								
Line 5																								
Line 6																								
Line 7																								
Line 8																								
Line 9																								
Line 10																								
Line 11																								
Line 12																								
Line 13																								
Line 14																								
Line 15																								
Line 16																								

Only one letter per space and one space between each word must be shown on the table above.

Please use font styles D1,D2,D4 in the font box next to each line and stipulate H High, L low or H/L both case.
PLEASE USE BLOCK CAPITALS. Names can go over two lines.

If you wish a motif, please confirm here YES / NO - Photo image included/required YES / NO

Declaration

Please sign the declaration below if you are requesting the following: -

I request the **committal of cremated remains** as detailed on this form.

I confirm that the details entered for the tile marker inscription are correct and I will confirm this once I have seen the proof. Once I approve the proof, this cannot be altered, and I understand that I will not be able to change it once confirmed. Motifs are representations, and there may be slight differences from original images.

Please call/visit the office on 01245 429 441 to pay by card.

I further confirm that:

I have received a copy of the regulations and agree to be bound by them.

I have completed the **main application form** and I have chosen for the adult interment into a niche in the Columbarium.

I understand that the location will be dictated by the first free niche, should this be the first use of the space.

Order time is 3-4 weeks.

Please confirm here if this is a second interment into an existing niche YES / NO

I understand the charges and additional charges that I will need to pay.

Signed:.....
(Applicant)

Date:.....

Office use only:

Total calculated as £

Confirmed:

Checked:

Processed:

Please attach to main form

June 2023