

FERRYHILL TOWN COUNCIL

APPLICATION FOR MEMORIAL PLAQUE

DUNCOMBE CEMETERY MEMORIAL GARDEN

NAME:

ADDRESS:

.....

CONTACT NO.

I would like to purchase a memorial plaque and require the following inscription to be engraved (max 80 characters, including spaces) :-

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**I enclose a cheque made payable to Ferryhill Town Council
for the amount of £288.00 (£240 + 20% VAT).**

Signed:

Date:

Please Note: plaques will not be engraved and mounted until payment has been received.

PLEASE RETURN COMPLETED FORMS TO:

**FERRYHILL TOWN COUNCIL
TOWN HALL
FERRYHILL
CO DURHAM
DL17 8JL**

Any queries please call: 01740 652157

Your personal information will be held and used in accordance with the Data Protection Act 2018. The Council will not disclose such information to any unauthorised person or body but where appropriate will use such information in carrying out its various functions and services.

MEMORIAL GARDEN – TERMS AND CONDITIONS

Any memorial plaque space will be leased for a period of fifty years from the date the plaque is fixed.

Ferryhill Town Council will maintain the memorial garden and keep it tidy.

Ferryhill Town Council will maintain and periodically clean the memorial plaque.

Ferryhill Town Council will not allow plastic, silk or artificial flowers or pot plants in the memorial garden, and reserves the right to remove any such items and dispose of them.

Ferryhill Town Council reserve the right to remove dead or dying flowers from the memorial garden, at the discretion of the Sexton.

The applicant for the lease should inform Ferryhill Town Council of any change of address or, in the case of the death of the applicant, Ferryhill Town Council should be advised and this lease assigned.

Before the expiry of the lease period, a renewal invitation will be forwarded to the person who made application for the lease of the memorial, or to such person to whom the lease has been assigned. If the lease is not renewed within the given time scale, Ferryhill Town Council will remove the plaque and dispose of it in any way it deems appropriate.

Due to the collection and delivery costs involved in engraving plaques, Ferryhill Town Council are only able to send a minimum of four plaques at a time for inscription. As a result of this plaques may take a number of weeks to be installed.