Application for Shared Memorial Seat Scheme

IPSWICH
BOROUGH COUNCIL

I, _____

of _____ (Mr/Mrs/Miss/Ms)

_____

Postcode _____

Have read the information and conditions, I wish to apply to have a plaque placed on a shared memorial seat

Each seat will hold up to 4 cast bronze plaques fixed along the back rail. The seats are purchased by Ipswich Borough Council and will remain our property at all times.

The seats are there to be enjoyed and used by all our visitors therefore memorabilia must not be attached or placed around the seat.

The plaque is placed on the seat for 5 years, at the end of the 5 year period we will invite you to renew the lease for a further 5 years.

If applicants do not wish to renew or we do not receive a reply to our renewal letter the plaque will be removed and the lease cancelled. The removed plaque can either be collected from the Cemeteries Office upon arrangement within 90 days or it will be disposed of.

Full name of deceased person:

The required inscription is:

1 _____

2 _____

3 _____

4 _____

(Up to 36 letters and spaces per line) **PLEASE PRINT CLEARLY**

Signature of applicant _____

Date _____

Ipswich Borough Council is a controller of personal data under the General Data Protection Regulations. We will only use your personal information for the purpose it was provided.
For further information on how we process your personal data please visit our website at www.ipswich.gov.uk/services/data-protection-act

OFFICE USE ONLY

Seat ref: _____ Agreement No: _____ Cremation No: _____

Date ordered: _____ Date received: _____ Placed in position: _____

Renewal date: _____ Applicant notified: _____ Computer record completed: _____

Payment received:

Debit/credit card ☐

Telephone payment ☐

Authorisation code _____