

Placement of Ashes – Sanctum Vault at Almond Lane Cemetery

This application, fully completed and accompanied by the appropriate remittance, is to be delivered to The Cemetery Office within 48 hours (exclusive of Saturdays and Sundays) before the interment.

PLEASE NOTE:

- Ashes must be contained in a Polytainer or Urn made from a non-biodegradable material
- Minister's fees are paid direct to the Minister by the Funeral Director or Family
- Cemetery fees should be made payable to STEVENAGE BOROUGH COUNCIL.
- Please complete all sections of this form

Our Privacy Policy has been updated to reflect changes to data protection legislation and can be viewed on our website:
www.stevenage.gov.uk/privacy-policy

PARTICULARS OF PLACEMENT

When Required: Day: Date: Time:

Denomination of Officiating Minister: Sanctum No:.....

PARTICULARS OF DECEASED

Surname:.....First Names:.....

Normal Address:.....

Age: Date of Birth: Date of Death:

Place of Death:.....

If the Sanctum plot is to be newly Leased or Transferred to another party, please state full name and address below:
(If Transfer, please complete Transfer Form).

Leased ☐ Transfer ☐ Reopen ☐

Name & Address:

.....Postcode.....T/phone:.....

Email:.....Signature:.....

Name of Undertaker/Person making the arrangements

.....

Address:

.....

Postcode: Tel No:

Return to: Stevenage Borough Council
Cavendish Road, Stevenage, Herts. SG1 2ET
(Cemeteries) Tel No: 01438 367109
Email: cemeteries@stevenage.gov.uk

FOR OFFICE USE ONLY

Sanctum No.		
Lease Start Date		
Fees	£	p
Lease		
Memorial Tablet		
Total		
Receipt No:		

Stevenage Borough Council – Sanctum Vault Inscription Form

Name
Address
Tel No
Email

A floral tribute of freshly cut flowers may be placed in the flower container provided. No other item may be placed on or by the Sanctum
I confirm that I have read and agree to the conditions above and wish to lease the vault for a period of 15 years. This lease is renewable
Price:
Signed:
Date:

NAME OF DECEASED:	ORDER NO:
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Inscription	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		19	20	21	22	23	24	25
Line 1																										
Line 2																										
Line 3																										
Line 4																										
Line 5																										
Line 6																										
Line 7																										
Line 8																										
Line 9																										
Line 10																										
Line 11																										

1. The name is inscribed in larger letters, so it should not exceed 18 letters and/or spaces per line
2. Three lines only should be used for names. If you need more space for names, you should use fewer lines in total
3. The remainder of the inscription uses smaller letters so you can use 25 letters and/or spaces per line
4. Do not write in the shaded boxes as this is where the fixing holes go
5. We will centre the text on the tablet; this guide box is only an aid to your choice of inscription
6. The inscription must be written clearly in block capitals.
7. We cannot accept responsibility for errors caused by indistinct writing
8. If the application is returned to us for whatever reason we cannot be held responsible for any delays in the processing of the plaque

Will a second inscription be added at a later date YES / NO Please circle as appropriate
Photo plaque (additional charge payable) YES / NO Please circle as appropriate
Emblem (additional charge payable) YES / NO Please circle as appropriate

