##### 

**Interment No:**

………………………….….

**Placement of Ashes – Sanctum Vault**

### 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 not exceeding 305mm (12”) in height**

### Minister’s fees are paid direct to the Minister by the Funeral Director or Family

* Please complete all sections of this form

**Our Privacy Policy has been updated to reflect changes to data protection legislation and can be viewed at the following link** [**http://www.stevenage.gov.uk/privacy-policy**](http://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:

Marital Status:

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:……………………………….

|  |  |  |
| --- | --- | --- |
| **FOR OFFICE USE ONLY** | | |
| Sanctum No. |  | |
| Lease Start Date |  | |
| **Fees** | **£** | **p** |
| Lease/Inurnment |  |  |
| Memorial Tablet |  |  |
| **Total** |  |  |
| **Receipt No:** |  |  |

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](mailto:cemeteries@stevenage.gov.uk)

****

**Stevenage Borough Council – Sanctum Vault Inscription Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  | **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** |
| Address |  |  | I confirm that I have read and agree to the conditions above and wish to lease the vault for a period of 25 years.  This lease is renewable |
|  |  |  | Price: |
|  |  |  | Signed: |
| Tel No |  |  |  |
| Email |  |  | Date: |

|  |  |
| --- | --- |
| **NAME OF DECEASED:** | **ORDER NO:** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| 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 |

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