

## Dedication Wall Plaque Application

Completed forms will only be accepted by email to [cemetery.services@westsuffolk.gov.uk](mailto:cemetery.services@westsuffolk.gov.uk) or by post to: Cemeteries Service, West Suffolk House, Western Way Bury St Edmunds, IP33 3YU

Once your application has been received, we will contact you regarding payment and ordering dates.

Full name			
Address			
Postcode		Telephone number	
Email address			
For the late			

The plaque will comfortably accommodate 100 letters including spaces over a maximum of 5 lines. A template will be supplied, and a draft copy will be sent to you for approval before work commences on the plaque.

All plaques will be black granite with gold lettering.

I agree to the following terms and conditions of the dedication wall plaque:

1. All dedication plaques will be supplied by the council and remain in the council's ownership. During the period of dedication, the authority accepts responsibility for the care of the plaque.
2. The dedication is restricted to the plaque alone and no other features, materials, planting, or decoration should be added to the area surrounding the wall. Any additions of this nature will be removed by the council.
3. The wording of plaque must be approved by the council and must conform to the specification in the dedication policy.
4. The council reserves the right to remove any damaged plaques that it deems to be a hazard. The donator will be informed of any such occurrences and given to opportunity to rectify the situation.
5. The dedication is restricted to a 10-year period in the first instance starting from the date the plaque is placed on the wall.
6. Any concerns regarding the wall or dedication plaques including damage should be reported to the cemetery service on 01284 757068 immediately.

7. The fixing of screws, hooks nails and plastic binding including strings, wind chimes, etc. to the wall is strictly forbidden. Any additions of this nature will be removed by site staff.

**I have read and understood the regulations that apply to the cemeteries managed by [West Suffolk Council](#)**

Signature	
Date	

**West Suffolk Council will capture and store information in this form so that the requested service can be provided. All personal information will be processed, protected, and disposed of in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 and will only be used to deliver or improve our services. We will not disclose any personal information to any other third parties unless required to do so by law or we have your consent to do so. For more information on how we do this and your rights in regard to your personal information and how to access it, visit our website: [How we use your information](#)**

<b>For office use only</b>			
Plaque number		Expiry date	