

GARDEN OF REMEMBRANCE

Application for Committal of Cremated Remains in the Garden of Remembrance

Please complete this form in BLOCK CAPITALS

Form 1

Name and details of Applicant.

Name including title: Mr/Mrs/Miss/Other (Please delete as appropriate)	
Address:	Post Code:
Day-time telephone number:	
Email Address:	
Relationship to deceased:	

Full name and details of Deceased

Surname:	
First Name/s:	
Address:	Post Code:
Date of Death:	
Age at Date of Death:	
Male/Female:	
Is this for an existing plot? Yes / No	If yes, please give name:

Committal of Cremated Remains

Do you and/or any other representative wish to attend the committal of the cremated remains?	Yes No (Please circle your choice)
Do you give consent for us to pass on your contact details if we have enquiries from someone other than the applicant regarding committal details?	Yes No (Please circle your choice)
If a committal or scattering, please suggest two convenient dates and times giving a minimum notice of 5 working days from the receipt of the completed form. Committals normally take place on a weekday between the hours of 9am and 12 noon.	Date & Time: Date & Time:
Do you intend arranging for a Minister and or Funeral Director to officiate at the committal? If Yes, please give the name of Minister/ Funeral Director. It is the Applicant's responsibility to arrange for a Minister/Funeral Director if required.	Yes No (Please circle your choice)

The Application Form must be accompanied by a copy of the Certificate of Cremation unless they are to be with kept the ashes for interments or scatterings.
If you have any special requests, please add them here; we will do our utmost to help but cannot guarantee that we will be able to fulfil all requests. You may also put ' *known name* ' for scatterings and interments with a council official in attendance for the reading words.

Please indicate which service you require by placing a circle around your choice.
Refer to memorial selection below. All fees include VAT at 20%

- 1. Committal with Site Marker 2. Scattering 3. Memorial Only**
- 7. Columbarium **Currently we are not offering any tree adoptions.****

1. Committal of cremated remains with interment site marker

Marker details -

Material: Bronze Size: 127mm x 76mm plaque on a vertical spur

Inscription: Up to 4 lines with a maximum of 60 (approx.) letters in total (Please use Capitals)

Fee: 10-year renewal time span **£350.00 resident of SWF**

10-year renewal time span **£378.00 non-resident of SWF**

Some faiths require the ashes to be committed into an urn when placed in the ground.

We can supply a biodegradable urn at additional cost to be placed into the plot.

If you wish for the ashes to be committed within an urn, please also complete **Form 3**

Please use this box to indicate the inscription required for the interment site marker.

2. Scattering

2. Scattering The scattering of cremated remains will be carried out in the scattering copse. A site marker is not required for this service. However, a memorial may be purchased from the list below in addition.

Scattering of cremated remains **£125.00**

NOTE: Scattering of ashes will be charged for people living outside SWF £135.00

3. Memorial only Important note:

Any of the memorials detailed below may be purchased without a committal or scattering of cremated remains. If this service is required, please circle option 3 above. **(PLEASE NOTE)** A one off administration charge of **£48.00** will be charged in addition to the cost of the memorial **with the exception of the Standard Roses**, were this is not charged.

Memorials

Please indicate which memorial you require by placing a circle around your choice.

A proof will be sent in all cases, for you to confirm your wording.

4. Single Name Wall Plaque 5. Double Name Wall Plaque 6. Kerb Edge Memorial
8. Adopt a standard Rose ~~9. Adopt a Tree – not available.~~

4. Wall Memorial Plaque (Single name)

Material: Avonite (granite appearance) in Belgian Black

Size: 64mm x 205mm

Inscription: 3 lines with a maximum of 56 letters. Engraved inscriptions enamelled white.
(Please use Capitals)

Comments: One name per plaque

Cost: 10 year renewal time span **£154.00** (see note 3)

Please use the box to indicate the inscription required for the memorial.

5. Wall Memorial Plaque (Two names or one name & space for later inscription)

Material: Avonite (granite appearance) in Polar White
Size: 104mm x 205mm
Inscription: 6 lines with a maximum of 120 letters. (Please use Capitals)

Engraved inscriptions enamelled. Please indicate if you require **black** or **gold**

Optional motif: If required please indicate the design number _____ and position on plaque. Designs are included on a separate sheet, custom designs or line art may be possible.

Please circle your choice: Top Centre Bottom Centre Other

Please indicate if a second inscription is to be added at a later date.

Fee: 10 year renewal time span **£270.00**

Please use box to indicate the inscription required for the memorial.

**6. Kerb Edge Memorial
(Blank kerb edge memorials are available for installation and inscription at a later date – fee on application)**

Material: Granite in Karin Grey
Size: 300mm x 150mm x 100mm
Inscription: 3 lines with a maximum of approx. 50 letters. No line longer than 18 letters.
(Please use Capitals)

The memorial has a polished chamfer on which the enamelled black engravings are placed.

Comments: One name per plaque.
Fee: 10-year renewal time span **£425.00**

Please use box below to indicate inscription required.

Renewal for wall plaque, kerb stone, site marker, rose or tree **£110.00**

7. Internment of Ashes in the Columbarium Adult

Loved ones can be remembered by their ashes being interned into our Columbarium. A plaque placed at the front of one of the allocated spaces. 25-year renewal time span
Material: Black plaque, with lettering, with options of various motifs
Size: 127mm x 76mm *plaque on a vertical spur*
Inscription: *Up to 16 lines, each with a maximum of 22 letters/ symbols.*
Ashes will be placed inside a stainless-steel urn. There is space for 2 urns in each Niche.
Prices for **resident Adult** of SWF start at **£530**, and **non-resident Adult £986**. Additional options may increase the costs stated, which are explained on **Part 2A form**.

Interment of Ashes for a Baby or Child in the Columbarium are reduced as part of the policy of the Town Council to support those who have suffered the loss of a baby or child. This is a single space niche. Please see **form part 2C** for details and prices.
Interment of children in an adult columbarium are not discounted.

If you have selected a Columbarium internment, then you will need to complete form **2A** or **2C** so you can select wording and type of fonts used. You will need to complete this additional form before we can place an order to complete the internment.

8. Standard Rose

You may wish to dedicate and adopt a Standard Rose with a plaque memorial. The plaque is the same style as is used for the interment beds.

Standard roses have a single tall stem, topped with foliage and flowers, like a small tree. Beautiful standard roses are planted within the Garden of Remembrance and are available on a renewable lease for a period of 5 years. When they flower, they produce wonderful, coloured petals with a light scent.

We have selected a mix of colours of orange red, yellow, white or pink. We are unable to guarantee which colour would be selected for each application and your rose will normally be the next one in the row which is unadopted but may request a preference if available.

The initial price includes the provision of a plaque bearing a short inscription which is placed in front of each rose. During the lease period the roses and the rose beds are maintained by our staff who will also replace the rose should we consider the need arise. Please note that no other items are permitted in the rose beds. You are permitted plaque(s) in the space provided.

Marker details -
Material: Bronze Size: 127mm x 76mm plaque on a vertical spur
Inscription: Up to 4 lines with a maximum of 60 letters in total (Please use Capitals)

Fee: 5-year time span **£396.00 for residents or non-residents**

Please note: This memorial does not require the additional fee of £48.00 to be added.
That ashes cannot be scattered or interned on the rose beds.
The colours of the rose and times of blooming may vary from plant to plant.
A proof will be sent for you to confirm before production of the plaque.
Plaques take around 6 weeks to arrive once the proof is approved.

If you wish a temporary marker placed before the permanent plaque arrives, please the tick box. Otherwise, a holder name will be placed against the bush. ☐

Please use this box to indicate the inscription required for the standard rose site marker.

See also the interment plaque styles sheet which may assist in the design with examples

Cremated Remains and Certificate of Cremation

Please tick as appropriate. Tick one box only

☐ The cremated remains, together with the Certificate of Cremation, are with Paul King, Funeral Director, 5 Guild Way, South Woodham Ferrers.

☐ The cremated remains, together with the Certificate of Cremation, are with Co-Operative Funeral Services, 31 Hullbridge Road, South Woodham Ferrers.

If the cremated remains and Certificate of Cremation are not being stored at either of the above premises, please make arrangements for them to be delivered to Paul King at 5 Guild Way, South Woodham Ferrers. The Town Council has arranged with Paul King that he will store the cremated remains until the date of the committal.

☐ I will arrange for the cremated remains, together with the Certificate of Cremation, to be sent to Paul King, Funeral Director, 5 Guild Way, South Woodham Ferrers, giving a minimum of **5 clear working days** prior to the committal.

☐ I wish to make arrangements for an alternative Funeral Director of my choice to conduct the committal. (Please complete details of alternative on page 1).

This completed form(s) and the fee must be received before any action can be taken by the Council.

Please do not hesitate to contact the Town Council if you require any assistance or have any queries.

Please sign the declaration below if you are requesting the following: -

I request the **committal/scattering of cremated remains** as detailed on this form.

I confirm that the details entered for the site marker inscription are correct and understand that they cannot be altered subsequently.

Please call/visit the office on 01245 429 441 to pay by card.

I have received a copy of the regulations and agree to be bound by them.

Signed:.....Date:.....
(Applicant)

Please sign this part of the form if you have requested a **memorial**: -

I hereby request the grant of a right to the placing of a memorial plaque supplied and fixed by the Town Council for a period as specified in this application.

I understand that the Council does not accept any responsibility for the theft of or damage to or deterioration of any memorial in the Garden of Remembrance.

I confirm that the details entered for the memorial inscription are correct and understand that they cannot be altered subsequently. I enclose the appropriate fee. (Cheques made payable to South Woodham Ferrers Town Council).

Signed:.....Date:.....
(Applicant)

Please return the completed form to:

The Gardens administrator, South Woodham Ferrers Town Council,
Champions Manor Hall, Hullbridge Road, South Woodham Ferrers, Essex, CM3 5LJ

Or emailed to the Garden administrator. david@southwoodhamferrerstc.gov.uk

If you require assistance, please telephone David on 01245 429441, Mon – Fri 9:00am to 4pm. We recommend you call to arrange an appointment if visiting the offices in person.

Optional question How did you hear about us/the gardens? *Please complete if you can.*

