

COMMUNAL TREE OVAL PLAQUE APPLICATION

PLEASE COMPLETE THE DETAILS BELOW AND COMPLETE THE GRID OVERLEAF

Name of Deceased: _____

Name of applicant: _____

Full Address _____

Postcode. _____

Daytime Telephone Number: _____ (inc. area code)

Email address _____

To keep the grounds maintained to a high standard, only a Flower Vase purchased from the Bereavement Services office is permitted to be placed at the tree memorial; any additional memorial items placed will be removed. I understand that all flowers and potted plants are to be placed in the cloisters behind the crematorium waiting room. To help us keep the gardens safe and maintained to a high standard, plants, ornaments, artificial flowers, bulbs, wind-chimes, windmills or other non-approved items will be removed and stored for collection. Any flowers or other items left at a memorial is at the owners' risk.

Payment can be made by cheque (payable to Peterborough City Council), Cash or Debit/Credit Card.

Signature of applicant: _____ Date of application _____

Payment can be made by cheque (payable to Peterborough City Council), Cash or Debit/Credit Card.



The personal information that you provide on this form will be handled by Peterborough City Council in accordance with the Data Protection Act 1998. We do not pass on your details to any third party without your knowledge unless the Council is legally obliged to do so.



Bereavement Services
 Peterborough Crematorium
 Mowbray Road
 North Bretton
 Peterborough
 PE6 7JE
 Telephone: (01733) 262639

C/no _____

COMMUNAL TREE OVAL BRONZE PLAQUE APPLICATION

Please write clearly in **BLOCK CAPITALS** leaving spaces between names or initials.

Name of Deceased: _____

Please see overleaf

FOR OFFICE USE ONLY

Dear Supplier

Please can I order

1 x Bronze Oval Tree Plaque (with stake)

£ _____

Purchase order number _____

Deceased Name _____

Date _____

Plaque Location
Date ordered
Date order confirmed
Date received/placed
Date applicant informed



Bereavement Services
Peterborough Crematorium
Mowbray Road
North Bretton
Peterborough
PE6 7JE
Telephone (01733) 262639

c/no _____

RENEWABLE LEASE AGREEMENT FOR COMMUNAL MEMORIAL TREE

Please complete in BLOCK CAPITALS

WE, the Peterborough City Council, in the County of Cambridgeshire (the grantor) in consideration of the sum of _____ (lease element)

paid to us by _____ Full name of applicant (the grantee)

of _____

_____ (Address)

Postcode _____ email: _____

Telephone number: _____ (Inc. area code)

DO HEREBY GRANT UNTO the said grantee his/her heirs and assigns the right to place a plaque adjacent to communal memorial tree number _____ at Peterborough Crematorium for a period of time not exceeding ten years from the date hereof.

This right may be renewed on expiry of the ten years by payment of the appropriate fee ruling at that date at which the same terms and conditions shall apply.

If at the end of the lease period the lease is not renewed, in the absence of any other instructions, after a period of two months from the renewal date, the plaque will be removed from the tree.

The plaque will be retained for six months for collection by the grantee. If not collected within that period it will be destroyed.

The above right may be rescinded at any time during the lease period on the written instructions of the grantee who shall arrange collection of the plaque.

It is the responsibility of the grantee to ensure that the rights are renewed. Although the grantor will endeavour to contact the grantee before expiry of the right no responsibility can be accepted for action taken in the absence of renewal of the right or alternative instructions from the grantee.

The plaque and all inscription work on the plaque shall be ordered through the grantor who will arrange for the work to be completed by an approved contractor.

Apart from the plaque and optional flower vase, supplied by the grantor, no additional items or plants/bulbs are permitted on or in the vicinity of the Memorial Tree. I understand that all flowers and potted plants are to be placed in the cloisters behind the crematorium waiting room. To help us keep the gardens safe and maintained to a high standard, plants, ornaments, artificial flowers, bulbs, wind-chimes, windmills or other non-approved items will be removed and stored for collection.

Any items in breach of this agreement will be removed immediately and can be collected from the Bereavement Services Office up to 30 days after their removal.

PLEASE NOTE –

- ◆ The tree is a communal tree and is not dedicated to any one individual. It is important to note that up to four plaques of unrelated individuals may be placed by the tree.
- ◆ Although uncommon, trees do, on occasions fall victim to disease and need to be felled. We will endeavor to plant a new tree as close to the original as possible. Where the original tree was mature, a stump will be left above ground, the grantee has the choice to place their plaque adjacent to the newly planted tree or the stump of the original.

I the grantee have read, understood and agree to all the information within this lease and confirm this by signing below.

Signed _____ for grantee

Date _____

Signed _____ for grantor

Date _____

You will be given a copy of this agreement for your records. Please keep it in a safe place and advise your next of kin/solicitor/executor of its existence.

To enable us to advise you of any renewal or essential works required it is important that you keep the Bereavement Services Office informed of any change of address.

In the event of the death of the grantee please contact the Bereavement Services Office.



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Plaque Location
Date ordered
Date order confirmed
Date received/placed
Date applicant informed