

APPLICATION TO PLACE A MEMORIAL PLAQUE

The Authority recognises the need to memorialise the loss of a loved one and this can be achieved by more than one method. We offer the service for you to purchase a memorial plaque with a maximum of 100 characters (including punctuation) engraved of your choice.

All plaques will be brass and will measures 6x3 inches fixed with a bevelled edge at a cost of £245.00 *subject to review*. **Please do not send a cheque. You will be contacted by telephone to make payment via debit/credit card.**

There are a selection of benches in the parks within Torfaen; please enquire if you are unsure of a preferred location.

NAME:

ADDRESS:

TEL No.:

EMAIL:

PLAQUE IN MEMORY OF:

LOCATION:

CUSTOMER SIGNATURE:

DATE:

Please complete the attached plaque template with your actual wording (100 characters maximum) and submit with this order form to:

Kate Austin
Environment Services Team
Ty Blaen
Panteg Way
New Inn
NP4 0LS
Email: Parksmemorial@torfaen.gov.uk Tel: 01495 766768

Privacy Notice

The Council will process your personal data in accordance with Data Protection Legislation. For more information and access to privacy notices outlining how the Council handles your personal data, please go to the Data Protection section of the Council's website <http://www.torfaen.gov.uk>

Office Use Only

Authorised:

Completion:

Memorial Bench Plaque Template



Please note following:

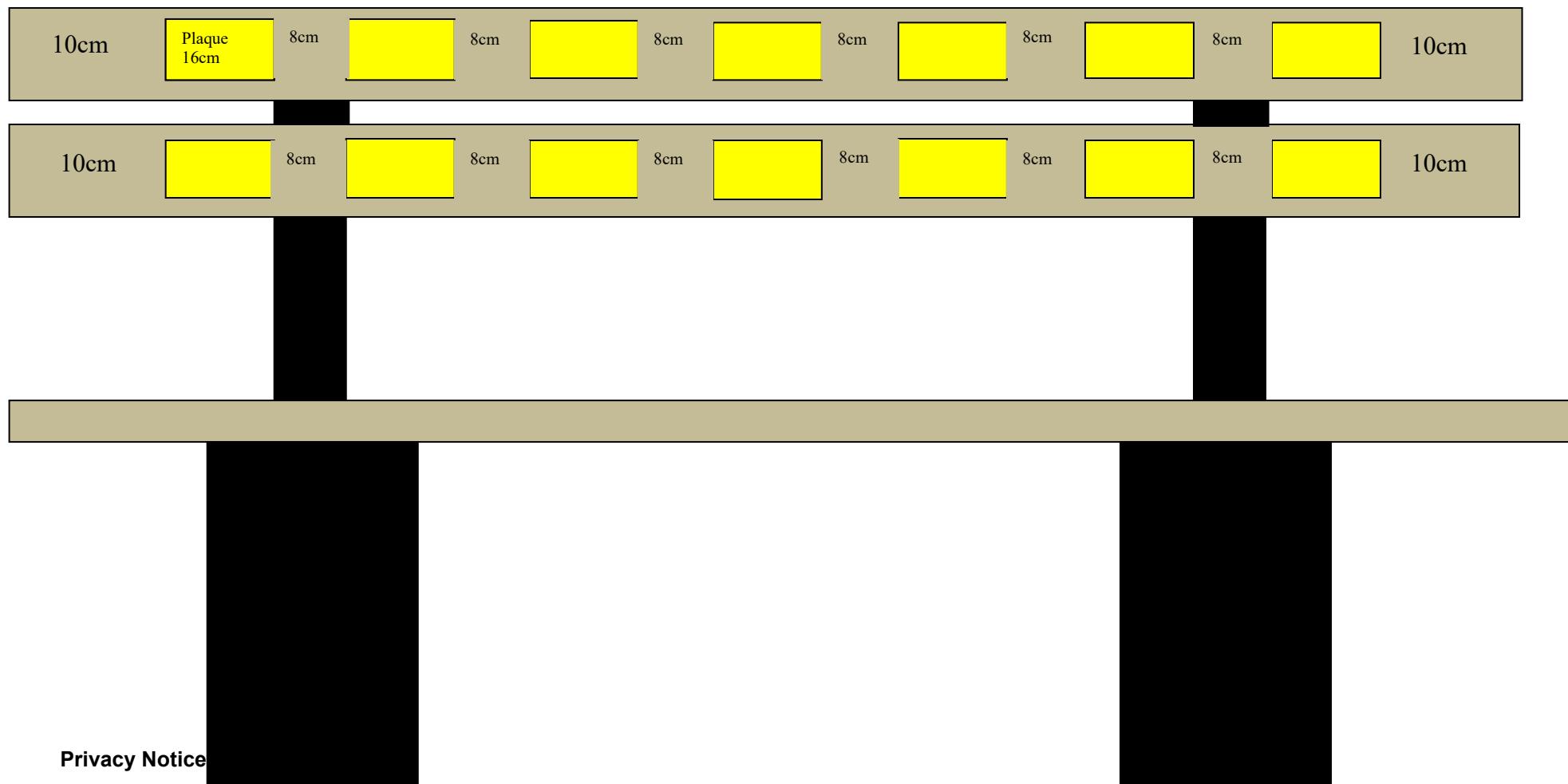
- *The Council accepts no liability for theft or damage to plaques.*
- *The bench in which the plaque is located is not exclusive to any individual, the bench is owned by Torfaen County Borough Council. There could be up to 14 plaques per bench.*
- *The Council does not accept responsibility for the cleaning or polishing of plaques which may become tarnished over a period of time, due to weather exposure. Cleaning/polishing will remain the plaque owner's responsibility at their discretion.*
- *The plaque will be fixed to the chosen bench within 28 days following full payment.*

Privacy Notice

The Council will process your personal data in accordance with Data Protection Legislation. For more information and access to privacy notices outlining how the Council handles your personal data, please go to the Data Protection section of the Council's website <http://www.torfaen.gov.uk>

Bench Plaque Layout

Plaques will be laid out on benches as per the drawing below. The first plaque will be placed in the centre of the bench with subsequent plaques being placed outwards from the centre. Plaques will be placed in the next available space on the bench.



Privacy Notice

The Council will process your personal data in accordance with Data Protection Legislation. For more information and access to privacy notices outlining how the Council handles your personal data, please go to the Data Protection section of the Council's website
<http://www.torfaen.gov.uk>