

Application for a Barbican Plaque

*Before filling in the application form please read the Conditions and Regulations

Completing the Inscription:

- Use capital letters only
- Print the inscription clearly in the boxes including the name of the deceased
- Take care to ensure that you provide the correct dates and spelling of names
- We cannot accept responsibility for an incorrect inscription due to illegible writing
- The shaded area allows for a motif or photograph. If not having a motif or photograph, this area can be used for the inscription



Inscription

Motif																					
Photograph (please supply)																					

Conditions and Regulations

- All Barbicans are the property of Solihull MBC, the 3 year lease agreement is for the plaque only
- Memorials can take up to 8 weeks to be manufactured
- The Barbicans must not be decorated with items such as vases, flower containers, ornaments or wind chimes, these will be removed by the cemetery
- Barbican plaques are allocated on a plan and the final position of all plaques is at the discretion of the Manager
- Solihull Council reserve the right to amend the Cemetery and Crematorium Regulations, the design of the plaques and the position of the plaques without notice to lease holders
- When a motif or photograph is included the engraver may have to adjust the position of the inscription
- Should you wish to alter the inscription within the agreement period, a replacement can be purchased at the appropriate fee
- If you change your name or address during the period of the lease it is your responsibility to notify the cemetery
- At the end of your lease you may renew

Your Details

Your full name			
Your full address			
Telephone			
E-mail			
Your signature			
Please indicate how you would like to pay?			
Debit or Credit Card		Invoice	

Please return your completed applications form to:

- | | |
|--------------|---|
| E-mail | robinhoodcemetery@solihull.gov.uk |
| By hand | Post boxes in the Memorial Room at Robin Hood Cemetery and the Waiting Room at Woodlands Cemetery |
| Face to face | The Cemeteries and Crematoria Office, Central Depot, Moat Lane, Solihull, B91 2LW
(Monday, Tuesday and Thursday 9.00am to 5.00pm, Wednesday 10.30am to 5.00pm and Friday 9.00am to 4.30pm) |
| Post | Bereavement Services, The Cemeteries and Crematoria Office, Central Depot, Moat Lane, Solihull, B91 2LW |

*Please do not send cash or cheques with your application