



NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR
Tel: 01952 814338 Fax: 01952 825353 Mobile: 07525335575
✉ louise@newportsaloptowncouncil.co.uk

Newport General Cemetery Memorial Wall Plaque Application Form

Title of Applicant Mr Mrs Miss Other:

Name (In Full)

Address

.....

Post Code Telephone no. (Required)

I hereby request Newport Town Council to grant the right to display a memorial plaque for an initial period of ten years to the memory of;

.....

Inscription

Line 1 – (Please circle your chosen ‘words of comfort’ – upper & lower case)

In Loving Memory of / Treasured Memories / With Love We Remember / Greatly Loved & Sadly Missed

Line 2 – Forename/s (up to 16 characters including spaces – upper & lower case)

.....

Line 3 – Surname/s (up to 17characters including space – upper case)

.....

Line 4 – Dates or personal line (up to 24 characters including spaces)

.....

Line 5 - personal line (up to 24 characters including spaces)

.....

I understand that I may only purchase the right to display a memorial plaque for ten years in a designated memorial space which may be a re-allocated space. The acceptance by the Council of this application does not confer any property rights or privileges. All rights to a memorial space will cease at the end of ten years unless the appropriate renewal fee is paid. The Town Clerk / Cemetery Officer reserves the right to vary or refuse an unsuitable inscription. I agree to abide by the rules and regulations of Newport General Cemetery as approved by Newport Town Council.

Signature

Date

Memorial Wall Plaques Rules and Regulations

1. Only Plaques Purchased through Newport Town Council may be placed on the memorial wall. Any other items placed on or attached to the walls will be removed.
2. Plaques will be 150 mm x 100mm and four will sit neatly onto one masonry unit with a 50mm gap, vertically and horizontally between the plaques.
3. Plaques will be fixed to the Wall in rotation in positions chosen by the Council.
4. The material of the plaques will be Stainless steel with black script.
5. A proof will be sent for approval before the plaque is produced. The template enclosed is the actual size of the plaque and the wording is an example of the layout.
6. Each plaque will have up to 5 lines of inscription and set out in the following format and wording options below;

Line 1 - a maximum of 28 characters including spaces, using a Times New Roman font & size of 25pt, upper & lower case - This will be 'words of comfort' i.e. In Loving Memory, Sadly missed.

Line 2 – a maximum of 16 characters including spaces, using a Times New Roman font & size of 35pt in bold, upper & lower Case - Forename/s or known as i.e. (Ted) only on this line.

Line 3 – a maximum of 17 characters including spaces, using a Times New Roman font & size of 35pt in bold, Upper case only - Surname/s only.

Line 4 - a maximum of 24 characters including spaces, using a Times New Roman font & size of 25pt upper and lower case – This line can be a personal message or dates, which should be written as follows:- a) 1920 - 1923 b) 12.3.1920 – 11.10.1993

Line 5 - a maximum of 24 characters including spaces, using a Times New Roman font & size of 25pt, upper & lower case - This line can be a personal message.

Do not forget to include the spaces as characters in your inscription.

The inscription must be clearly written in BLOCK CAPITALS on the application form, the text will be centred.

7. Designs on the plaques are not permitted
8. No Reservation of spaces will be permitted
9. The base of the walls must be left clear. Any mementoes or tributes left in these areas will be removed by Newport Town Council.
10. Newport Town Council reserves the right to refuse any application with wording that is considered inappropriate.
11. Newport Town Council will only replace vandalised plaques during the ten year period.
12. Newport Town Council will display a memorial plaque for up to ten years in a designated memorial space which may be a re-allocated space. All rights to a memorial space will cease at the end of ten years unless the appropriate renewal fee is paid.
13. Plaques will generally be installed within 8 weeks however, this may be extended to 12 weeks during certain times of the year.
14. Full payment is required on application.