



# NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High Street, Newport, Shropshire, TF10 7AR

Tel: 01952 814338 ✉ [enquiries@newportshropshire-tc.gov.uk](mailto:enquiries@newportshropshire-tc.gov.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 17 characters 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 .....



## NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High Street, Newport, Shropshire, TF10 7AR

Tel: 01952 814338 ✉ [enquiries@newportshropshire-tc.gov.uk](mailto:enquiries@newportshropshire-tc.gov.uk)

### **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.



## NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High Street, Newport, Shropshire, TF10 7AR

Tel: 01952 814338 ✉ [enquiries@newportshropshire-tc.gov.uk](mailto:enquiries@newportshropshire-tc.gov.uk)

### Purchase of Memorial Plaque Privacy Notice

When you purchase A Memorial Plaque in Newport General Cemetery, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts relating to your Memorial Plaque. Your personal information will not be shared with any third party without your prior consent.

I agree that I have read and understand Newport Town Council Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Newport Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	
Telephone No.	
Email Address	
Signature	
Date	

#### For office use only:

Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned