

Please complete this application after you have made a booking by telephoning 01707 357000. The application must be completed in full and received by the council at least three working days prior to the booking date.
Funerals may be delayed if this form is incomplete.

GARDEN OF REMEMBRANCE APPLICATION FORM (Oak Hill only)

DETAILS OF BURIAL

Day:	Date: / /	Time (including am or pm):
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DETAILS OF DECEASED

Surname of the Deceased:	Forenames of the Deceased:	Title (Miss/Mrs/Ms/Mr/other):
Date of Birth: / /	Date of Death: / /	Age:
Sex (tick as appropriate): Male Female	Religious Denomination:	

Home address of the Deceased (including postcode):

Place of Death (if not at home):

DETAILS OF BOOKING [tick as appropriate]:

<input type="checkbox"/> Rose Tree	<input type="checkbox"/> Mulberry Tree (Communal Bed)	<input type="checkbox"/> Memorial Garden Kerb	<input type="checkbox"/> Lily Garden	<input type="checkbox"/> Jasmine Garden (Communal Bed)
Plot / Location Number:	<input type="text"/>			

Burial Interment	Scattering (Above Ground)	Strewing (Scattering loosely below ground)	Witnessed	Non-Witnessed
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CONTAINER DETAILS:

Type of Container

Size: Length (feet & inches) Width* (inches) Height (inches)

*Please don't forget to include the handles in your width size

I verify that the size of container is correct – please tick here

ANY SPECIAL INSTRUCTIONS:

DETAILS OF LICENCE HOLDER:

Title:	Forename(s):	Surname:
Address (including postcode):		
Telephone:	Email:	

DETAILS OF SECOND LICENCE HOLDER (if applicable):

Title:	Forename(s):	Surname:
Address (including postcode):		
Telephone:	Email:	

I confirm that I have read and agree to follow the Garden of Remembrance Regulations. I understand that only memorials allowed by these regulations may be placed in the designated plot/location, and any unauthorised items will be removed. **Please tick here:**

Signature of Licence Holder:	Date: / /
Signature of Second Licence Holder (if applicable):	Date: / /

OAK HILL LAWN CEMETERY AND CREMATORIUM GARDENS OF REMEMBRANCE REGULATIONS

These regulations should be read and adhered to:

1. Oak Hill Lawn Cemetery and Crematorium's aim is to provide a peaceful and safe environment for the bereaved to visit and reflect. All areas, including individual plots must be treated with respect.
2. Memorials in the Rose Garden, Mulberry Tree Garden and Jasmine Garden, must be purchased and arranged through the Bereavement Team. Memorials in the Lily Garden can be purchased through the Bereavement Team or through an approved stonemason with a permit application.
3. Unauthorised memorials will be removed at the licence holder's expense.
4. To ensure safety, peacefulness, and tranquillity of our memorial gardens, personal items such as windmills, wind chimes, lights, etc., are not permitted.
5. Floral tributes, fresh flowers, wreaths etc., may be placed within a licenced plot and will be removed without notice once deteriorated.
6. Memorials or items are not permitted to be placed in the communal scattering beds in the Jasmine Garden or Mulberry Tree Garden. Fresh flowers may be laid and will be removed once they have deteriorated.
7. Oak Hill Lawn Cemetery and Crematorium reserves the right to remove any unauthorised items or planting without notice.
8. The grounds are maintained by Oak Hill Lawn Cemetery and Crematorium employees and contractors. If you have any concerns regarding the grounds, please contact the Bereavement Team on 01707 357000.
9. Oak Hill Lawn Cemetery and Crematorium will not be liable for loss or damage to memorials, unless caused by its employees or contractors.
10. For Health and Safety reasons, Oak Hill Lawn Cemetery and Crematorium reserves the right to inspect and remove, lay flat, or restrict access to any memorial that is deemed to be unsafe. The Bereavement Team will make every effort to contact the licence holder and recover any cost for safety-related work required.
11. Memorial benches are supplied, and their positions are determined by Oak Hill Lawn Cemetery and Crematorium. To licence a plaque on a bench, arrangements must be made through the Bereavement Team.
12. Oak Hill Lawn Cemetery and Crematorium cannot accept responsibility for the safekeeping of any personal items left in the grounds or on memorials.
13. Oak Hill Lawn Cemetery and Crematorium reserves the right to make any alterations or additions to these regulations without prior notice.