

**TREE OF LIFE**  
**Memorial Plaque Application**



**Bereavement Services**  
Bordesley Lane, Redditch,  
Worcestershire B97 6RR  
tel: (01527) 62174

Dedicate an individual leaf on the stunning 'Tree of Life' memorial, which can be found in a prominent position within the Book of Remembrance room at Redditch Crematorium

A leaf can be dedicated for 3 years and is approximately 4" x 1½" (100mm x 35mm). Each leaf is made from aluminium with the text embedded in the plaque.

The tree leaf can accommodate a recommended maximum of 5 lines with up to 25 characters including spaces on lines 1 & 5, with the middle 3 lines accommodating a maximum of 35.

We can add a small personal motif, for example flower or heart, at no extra cost

Names will be enlarged and all text centred wherever possible.

**Lease Conditions:**

- Payment must be made in full at the time of ordering.
- The lease is for a 3 year period of display costing £79.80
- The lease period commences once the leaf is positioned on the Tree of Life.
- The lease period may be renewed no earlier than one month before expiry
- Applicants must inform the Office of any change of address.
- The leaf plaque remains the property of the Applicant at all times and it is their responsibility for any damages which may arise.
- At the end of the display period we will write to you and invite you to renew the agreement, alternatively you may wish to keep the plaque as a keepsake. Leaves that remain uncollected after three months will be disposed of.
- No flowers or other memorabilia are to be attached to the 'Tree of Life' or placed within its vicinity.

Please indicate desired leaf placement:  Left   Right 

Name of Deceased: ..... Date of death: .....

Name of Applicant (Mr/Mrs/Miss/Ms): .....

Address: .....

..... Postcode: .....

Telephone Number: .....

I have read and agree to comply with the regulations above

Please telephone me to arrange a card payment

Signature: ..... Date: .....

<b>FOR OFFICE USE ONLY:</b>				
Checked By .....	Cremation No .....	Agreement No .....		
Receipt No .....	Date Ordered .....	Location .....	Date Fixed .....	

Enter your inscription carefully and use BLOCK LETTERS to avoid mistakes

	<p style="text-align: center;"><b>Maximum of 5 Lines Per Leaf</b></p> <p style="text-align: center;"><b>25 Characters Including Spaces for lines 1 &amp; 5</b></p> <p style="text-align: center;"><b>35 Characters including Spaces for lines 2,3 &amp; 4</b></p>
LINE 1	
LINE 2	
LINE 3	
LINE 4	
LINE 5	

*The crematorium reserves the right to alter or refuse any unsuitable inscription.*

#### Privacy Notice

##### Why do we collect this information?

We need the personal information you supply on this form so that we can provide the memorial of your choice with the wording you provide, collect your payment, and contact you when your lease is coming up for renewal. The legal basis for collecting this information is that it forms a contract.

##### What information is collected?

- Your name, address, phone number, signature
- Details of your memorial

##### Who has access to the information?

This information will be accessible to the staff working in the Bereavement team at Bromsgrove District Council and Redditch Borough Council.

This information will not be shared with or sold to any other service or organisation unless we have a duty to do so under law.

##### How long is the information kept?

The memorial information will be kept for the length of the lease plus two years.

If you pay for your memorial by bank card over the phone, the payment information will be kept for six years. Your card details (numbers etc) will not be kept on the system.

##### Are any automated decisions made using this information?

No decisions around this information are made by automated means.

##### Your rights

Your statutory rights and other privacy information is available on the Bromsgrove District Council/Redditch Borough Council website at:

<https://www.bromsgrove.gov.uk/council/corporate/your-access-to-information/privacy-notice.aspx>  
<https://www.redditchbc.gov.uk/council/corporate/your-access-to-information/privacy-notice.aspx>