



Rushden Town Council
 Rushden Hall, Hall Park, Rushden,
 Northamptonshire, NN10 9NG
 Tel: 01933 316216 Fax: 01933 315869



RUSHDEN NEWTON ROAD CEMETERY

APPLICATION FOR A MEMORIAL WALL INSCRIPTION

This application, **together with the prescribed fee**, must be delivered to
 Rushden Town Council, Rushden Hall, Hall Park, Rushden, Northamptonshire, NN10 9NG

(Cheques to be made payable to RUSHDEN TOWN COUNCIL)

**PLEASE COMPLETE SECTIONS 1, 2 & 3 USING CAPITAL LETTERS - WRITE IN UN-SHADED AREAS
 PLEASE READ CAREFULLY THE NOTES PRINTED ON THE BACK BEFORE COMPLETING THE FORM**

1. DETAILS OF APPLICANT

| | | | |
|--------------------------------------|-----------------|---------------------------------|--|
| Surname | Christian Names | Title e.g. Mr / Mrs / Miss / Ms | |
| | | | |
| Address | | | |
| | | | |
| Contact No. | | Post Code | |
| Your relationship to deceased person | | | |

2. DETAILS OF REQUIRED INSCRIPTION

(Each line of the inscription may contain **not more than 22 characters** - see details of fees below and notes printed on the back)

| | | | |
|-----------------------------|-----------------------------------|---------|----------------------------------|
| First (main) Christian Name | Initials of other Christian Names | Surname | Date of Death e.g.: 21.4.1998 |
| | | | |

**3. Signature of Applicant: Date:
 (Who accepts responsibility for the accuracy of these particulars)**

| DETAILS OF FEES | |
|---|---------|
| For each inscription of one line containing 22 characters or less | £130.00 |
| For each additional line containing 22 characters or less | £130.00 |

| FOR OFFICIAL USE ONLY | | | | | |
|-----------------------------|--|------------|-----------------------------|------------|--|
| No. of Characters | | Data Table | | Checked By | |
| Application Fee | | | RTC Invoice No. | | |
| Date of Letter to Applicant | | | Date of Order to Stonemason | | |



RUSHDEN TOWN COUNCIL

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PROCEDURES FOR INSCRIPTIONS ON THE MEMORIAL WALL

Approved inscriptions will be undertaken by the Council on receipt of the appropriate fee (see details of fees printed on front of form). This fee includes the cost of the work carried out by the stonemason.

Each line of the inscription may have a **maximum of 22 characters** (i.e.: letters and numbers). The inscription, comprising one Christian name, initials of any other Christian names, surname and date of death will be engraved in $\frac{3}{4}$ inch lettering.

Example: **JAMES E. SMITH 10.11.1998** *(This inscription contains 19 characters)*

If the required inscription contains more than 22 characters and cannot be abbreviated (for example by omitting initials of other (middle) Christian names), an additional fee will be payable for each additional line used.

Inscriptions will be made when thirty six applications have been received to complete a new panel on the Memorial Wall and, at the current rate of applications, a new panel is completed approximately every 18 months.

The inscriptions will appear in the sequence of the applications received.

Applications for inscriptions must be made on the form printed overleaf and delivered to Rushden Town Council at the address below, together with the necessary fee (see details printed overleaf).

The Council will provide stone containers in which floral tributes may be placed at the foot of the Memorial Wall. Members of the public may provide their own containers provided they are made of a suitable stone material and do not exceed 200mm x 200mm x 200mm.

Please note that only fresh flowers may be placed in these containers.

The Cemetery Superintendent may remove flowers when he considers that they have wilted.

No other containers (such as pots, jugs, vases, bottles, etc.) may be used for floral tributes.

Cremated remains may be scattered in the rose beds surrounding the Memorial Walls by arrangement with Rushden Town Council, without payment of any fee.

If you would like any other information about the Rushden Cemetery please contact Rushden Town Council at the address below.

Rushden Town Council
Rushden Hall, Hall Park
Rushden, Northamptonshire
NN10 9NG

Tel: 01933 316216
Fax: 01933 315869

Email: info@rushdentowncouncil.gov.uk



PRIVACY NOTICE

RUSHDEN NEWTON ROAD CEMETERY

Rushden Town Council is the Data Controller under the new data protection law and will use the information you provide on this form to process your application for a memorial wall inscription.

The legal basis for processing this data is to enable the Council to process this contract. Our contact details for any queries is Rushden Hall, Hall Park, Rushden, Northamptonshire NN10 9NG.

In addition to enabling the Rushden Town Council to maintain the burial records we will retain this data to contact you if required on matters relating to the management and safety of the Cemetery. If you consent to us contacting you, please tick the boxes below.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Legally required data will be retained indefinitely for legal and archive purposes and, if ownership of the grave space is transferred to another person, for a period of six years for contract purposes.

Data held by consent will be retained indefinitely for legal, management and contract purposes or until a request is received to delete it.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.rushdentowncouncil.gov.uk/>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can change your consent at any time.

KEEPING IN TOUCH

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by post.