



Book of Remembrance Application form

FOR OFFICE USE

BCBOR-0222/NT

Please refer to the leaflet and the notes overleaf to help you complete your application.

Please send your completed form to the relevant office listed below.

Rcvd: _____
 Volume No: _____
 CR No: _____

DETAILS OF APPLICANT **PLEASE WRITE LEGIBLY AND IN BLOCK LETTERS**

Full Name: (Mr, Mrs, Miss, Other) _____

Address: _____

 Postcode: _____

Email: _____

Telephone: _____ **NB: We will only call you if there is an enquiry regarding your application.**

INSCRIPTION DETAILS

NB: Surname followed by first names only on Line 1, maximum of 32 characters and spaces on all lines.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	
Line 1																																	
Line 2																																	
Line 3																																	
Line 4																																	
Line 5																																	
Line 6																																	
Line 7																																	
Line 8																																	

On what date would you like the entry to appear? _____

Do you want to include a motif? YES NO If YES, which motif would you like?

Floral motif Please specify whether spray/ single flower, type, colour _____

Badge/Coat of Arms Please specify or provide photo/badge for copying _____

Other design E.g. animals, birds, sporting motif. Please specify or provide picture if appropriate _____

I have referred to the guidance and procedures overleaf and enclose a cheque made **payable to BCP Council/ Card Payment Form**, for the sum of £_____ receipts are only issued on request.

Signed: _____ Date: _____

NB: Your signature confirms the details/spelling contained in your application.

BCP Bereavement Care Offices

Bournemouth Crematorium | Strouden Avenue | Bournemouth | BH8 9HX | 01202 128111
 Poole Crematorium, Gravel Hill | Poole | BH17 9BQ | 01202 123111
 bereavementcare@bcpcouncil.gov.uk | www.bcpcouncil.gov.uk/bereavement

please turn over the page

Guidance notes for completing a Book of Remembrance application

Please take care to ensure that your entry is submitted correctly and that spellings, dates and other details are correct. It may not be possible to correct any mistakes once the entry has been inscribed in the Book, and charges may apply if errors can be corrected.

To help construct your entry please take account of the following:

Line one is reserved for the surname followed by any given names, and must not exceed 32 letters and spaces.

The remaining lines can contain your choice of text, but each line may consist of a maximum of 32 characters and spaces.

Each entry must consist of a minimum of 2 lines and a maximum of 8 lines.

1. An entry may be illuminated with a motif (picture), such as a spray of flowers, Coat of Arms or Regimental badge. Motifs can only be provided with entries over 2 lines and up to 8 lines, and must be chosen at the time of application, as they cannot be added at a later date.
2. If your chosen motif is non-standard or you wish to have a particular image, please provide a good quality picture that the artist can copy. Please note, however, that images that may be covered by copyright will not be copied unless written authorisation from the copyright holder is attached to the application. The picture will be returned to you following completion of the entry.
3. It is important to remember that the date displayed on the top of the page in the Book of Remembrance will not show the year, as each Volume covers several years. If you require the year to be shown you must include it in your entry.
4. The Council reserve the right to vary any inscription as may be found necessary, or to refuse any entry considered unsuitable.
5. Final layout and style is entirely at the discretion of the artist/calligrapher.
6. Please note that once an entry is inscribed in the Book of Remembrance, it cannot be removed.

PRICES

Please refer to our current price list.

*BCP Bereavement Care is
provided by BCP Council*



Any personal information you provide us with, will be held and used in accordance with the law and the Data Protection Act 2018. If you would like to find out more about how we use your information, please see our Privacy Notice at bcpcouncil.gov.uk/policy.