

Memorial Plaque: Placement Request

Section 1: Applicant Details

Please **PRINT** clearly

Name:

Address:

Town:

Post Code:

Tel No:

e-mail

Section 2: Location Details

Please describe where you wish the plaque to be sited (be as precise as possible)

If it is not possible to site the plaque on the bench at your chosen location, an Officer will contact you to discuss an alternative.

Section 3: Details of Dedication

Please **PRINT** clearly

The Council reserves the right to decline the wording of a dedication.

If there is a concern over the chosen wording, an Officer will contact you to discuss this.

(Please use a maximum of 35 words)

Please do not decorate or leave ornaments at the site of the memorial benches. The Council reserves the right to remove such items.

Signature of Applicant:

Date:

Please email or post the completed form to:-

environmental.services@inverclyde.gov.uk

or post to:-

Inverclyde Council
Unit 1
Ingleston Park
Cartsburn Street
Greenock
Inverclyde
PA15

Please allow 4 to 6 weeks for the plaque to be supplied and installed.

Section 4: FOR OFFICE USE ONLY

Date Received:

Applicant Contacted:

Confirmed Location (if different from above):

Proof Sent to Customer:

Proof Returned by Customer:

Installed:

Receipt No:

Pass to Technical Team for inclusion on database

On Dbase:

Intls:

Pass to Admin section for filing