

Sanctum Vault Application

Applicant details

Name: _____

Address: _____

Postcode: _____

Telephone: _____

Email: _____

I have read the terms and conditions relating to cremation vaults and have checked the proposed inscription. I understand that errors made due to my application may be rectified but at my cost.

Signed: _____ Date: _____

Requirements

New Sanctum vault purchase and setup

Lease term 1 year or 7 years

The vault will be used for the interment of cremated remains or Memorial only

Second inscription

Memorial options

7cm x 5cm photo plaque (additional fee)

Please send a high quality digital photo (jpg or similar) to memorials@enablelc.org or send a photograph with the application form (your photo will be returned)

Artistic design number _____ (additional fee)

Please visit www.enablelc.org or the crematorium office to view design options or to discuss a personal design idea of your own.

Office use

Sanctum number _____ Date and time of interment (if required) _____

Names need to be on their own line/s and not exceed 18 characters including spaces. Where a photo plaque or design option is requested this may be reduced. The initial fee provides for 80 letters. Additional letters are allowed and an additional fee is payable for each.

How to apply

1. Fill in the applicant section at the top of page 1.
2. Please read the terms and conditions and sign the form.
3. Fill in the supplied grid with the desired inscription. Please use one box in the grid for each letter, space, comma and full stop etc. The initial fee provides up to 80 letters. Additional letters are allowed and a fee is payable for each.
4. The name of the deceased must be placed on its own line/s and be no longer than 18 letters.
5. Do not worry about centring the text as this will be done for you.
6. A proof will be sent to you and will need to be agreed prior to the plaque being made. Fees are payable before manufacture.

How to pay

1. You need not pay anything yet. Once you have agreed and accepted the proof we will ask for payment which can be made by cheque payable to **'Enable Leisure and Culture'** or you may pay by credit/debit card.
2. You will need to pay the 'purchase and setup fee' as stated in the current pricelist. Then add the fee for the lease you wish to add – either 1 or 7 years.
3. If you wish to pay annually you can do this by **direct debit**. In which case please fill in a direct debit mandate form. Your first years lease will be taken from your account on the first day of the month following the installation of your plaque/memorial and the first day of that month each year thereafter.
4. Memorial leases are renewable each year or seven year term. We will write to you one month prior to the renewal date.

Terms and conditions

1. Once approved by the applicant for the memorial please allow 6 to 8 weeks for delivery. The lease term starts from the date the memorial is installed.
2. Inscriptions can be refused if deemed inappropriate or unsuitable.
3. We reserve the right to alter the layout of an inscription to suit continuity. Where possible these changes will be reflected in the proof.
4. The purchase and setup fee is payable before any work is commissioned.
5. It is the applicants responsibility to notify the office of any change of address. This must be done on the official form available from the office or from www.enablelc.org. The council and/or its contractor hold no responsibility for

- a lease being terminated and plaques removed and disposed of where there has been no notification of a change of address.
6. All memorials including their surrounds and fixings remain the property of Wandsworth council and/or its contractor however should the applicant cancel a memorial he/she may collect the plaque from the office in person upon giving reasonable notice to the office. Plaques and or cremated remains will not be placed in the post.
 7. A flower holder is provided for freshly cut flowers only. No items may be placed on or attached to the plaque or behind, in front, on top or beside of the sanctum unit. Unauthorised items will be removed and disposed of without notice. Staff periodically remove flowers deemed past their best without notice.
 8. To ensure consistency only black granite plaques with gold lettering in the font 'CG Triumvirate Bold' are available.
 9. Where a second set of cremated remains is interred and an additional inscription is required the relevant form must be completed and the current fee payable.
 - 10. Where cremated remains are interred in a vault the responsibility of the cremated remains passes from the applicant for cremation to the applicant for the memorial (if different) with regards future removal and disposal of the remains.**
 11. Upon cancellation or where a vault is not renewed (please observe point 5) the cremated remains and memorial plaque will be removed from the sanctum. The council or its contractor will write to the applicant for the sanctum regarding the collection or dispersal of the cremated remains. Should no instruction be received and not before two such letters have been sent the council and/or its contractor is, under crematorium regulations permitted to scatter the cremated remains in the garden of remembrance without further notice. A record of the location will be kept. Unclaimed vault plaques will be disposed of at this point.
 12. The inscription is guaranteed for a period of 7 years from the initial date the memorial is placed. After this time the plaque may be repainted or replaced at the cost of the applicant for the memorial. Renewal of the memorial after the initial 7 years does not extend or alter the guarantee term.
 13. Should the applicant for the sanctum die the ownership can be claimed by another person (whom is legally entitled to it). Please contact the office in this instance for advice. This does not affect the rights of the applicant with regards to his/her cremated remains being placed in the vault as long as there is sufficient lease remaining.

Correspondence

Correspondence should be directed to
Putney Vale Cemetery and Crematorium
Stag Lane, Putney
London SW15 3DZ

Tel: 020 3959 0090
Email: memorials@enablelc.org

All memorials subject to terms and conditions
VAT charged at the appropriate rate where applicable
Cheques payable to **Enable Leisure & Culture**