**Form 1 - Memorial Bench, Plaque or Tree Adoption Enquiry Form:**

This form is to be completed with reference to the Policy for the Provision of Memorial Benches, Plaques and Trees in Public Parks, Open Spaces and Cemeteries. Please complete and return to environment.mgt@dundeecity.gov.uk or Dundee City Council, Neighbourhood Services – Environment, 5, City Square. Dundee. DD1 3BA. **(N.B.** **we are not able to accept hand-delivered forms).**

**Section A - Contact Details**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |
| E-mail: |  |

**Section B - Request Details**

Please tick the option below which best describes the nature of the memorial you wish to adopt:

|  |  |
| --- | --- |
|  | Please tick |
| Bench (with plaque) |[ ]
| Tree (with plaque) |[ ]
| Plaque (for existing bench) |[ ]

Where would you like a new bench, tree or plaque placed? Please try to be as specific as possible. *(In cases where an area cannot support an additional bench, plaque or tree, an alternative area may be provided for consideration.)*

|  |
| --- |
|  |

**Section C - Plaque Details**

All plaques will be provided and installed by the Council. Plaque to be in the name of:

|  |
| --- |
|  |

Plaque finish (Please refer to memorial bench protocol for examples)

|  |  |  |
| --- | --- | --- |
| Finish | Stainless Steel | Aged Bronze |
| Preference (please tick) |[ ] [ ]

Please write your memorial message for the plaque below for Council approval. A maximum of 85 characters (including spaces) can be included across up to 4 lines of text. Include upper/lower case where required.

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| --- |
|  |