



Shoreham Airport COMMUNITY MEMORIAL

Main Terminal Building, Shoreham Airport, Shoreham-by-Sea, West Sussex BN43 5FF
Email: info@sacommemorial.org.uk

Application for a Permit to place a Memorial Plaque on the propeller pole.

Only plaques of the size and material specified and provided by the approved supplier will be accepted and affixed.

Approved supplier: Bel Signs Limited, The Sign Centre, Blatchford Road, Horsham West Sussex RH13 5QR
email: info@belsigns.com Tel: 01403 280855

Dimensions: 120mm x 75mm. **Material:** Stainless Steel, Matt finish, engraved with a maximum of 4 lines of text with blue infill.

Re the Late _____

Connection with Shoreham Airport _____

Name of Applicant _____ Relationship to the deceased _____

Contact telephone _____ contact email _____

Address of applicant _____

Inscription Line 1 _____

Inscription Line 2 _____

Inscription Line 3 _____

Inscription Line 4 _____

I hereby authorise Bel Signs Ltd. to supply & carry out the work as described.

Cost £59.80 plus Vat payable to Bel Signs Ltd.

*(N.B. this price is correct for 2017 but is subject to change by BEL Signs Limited based on materials, labour etc.)

Admin Fee (administration, affixing, maintenance) £20.00 payable to Shoreham Airport Community Memorial. Payable before the Plaque is fixed in position on the Memorial Site.

Signed _____ (Applicant) Dated _____
(N.B. signing this document confirms your acceptance of the terms and conditions on page 2)

Signed _____ (Trustee) Dated _____

PERMIT NO. _____

*Only materials as described and supplied by the approved suppliers will be installed on the memorial.
Vat is not chargeable on the administration charge.*

Installation date to be notified when manufacturing is complete.

Two Copies of this form to be completed.

Once authorised a copy to be provided to the Applicant and one to held by the Trustees

Shoreham Airport Community Memorial Terms and Conditions

- 1) Any person wishing to place a permanent plaque or memorial stone must apply to the Trustees.
- 2) Only authorised plaques or stone memorials will be permitted. All memorials or plaques will need the consent of the Trustees.
- 3) Applications must be made in duplicate on the official forms.
- 4) It is essential that official consent from the Trustees is granted and written confirmation received prior to ordering a plaque or memorial stone.
- 5) Once approved and payments made the Applicant becomes the Authorised Owner.
- 6) The Authorised Owner of the plaque or stone is responsible for advising the Trustees of any change of address and contact details.
- 7) The plaque or memorial stone remains the property of the Authorised Owner.
- 8) Memorial stones and plaques must be ordered through the approved suppliers only.
- 9) An initial maintenance fee is included with the plaque or memorial stone payment.
- 10) Plaques and memorial stones will be affixed or laid by the Trustees or their appointed installer.
- 11) Planting of any kind on the memorial will not be permitted.
- 12) Any wreaths, crosses or cut flowers placed on or around the memorial site may be removed at the discretion of the Trustees and without prior notice.
- 13) No floral containers, candles or other tributes may be placed on or near the site.
- 14) The Authorised Owner can approach the Trustees to remove the memorial stone or plaque.
- 15) After a period not exceeding ten years, the Trustees may approach the Authorised Owner to renew the current maintenance fee.
- 16) It may also be necessary, at times, to levy fees to deal with unexpected damage or essential maintenance.