



AYLESBURY TOWN COUNCIL

Renewable Lease Agreement for Sanctum 2000 Vault

General Information

The Sanctum 2000 Vault is an individual above-ground chamber that has been designed for the placing of up to two sets of cremated remains. The chamber is sealed by a granite tablet that can be inscribed with your choice of inscription and decoration. A photo plaque bearing a picture of those commemorated can also be attached to the memorial tablet. Although designed to hold cremated remains, the Sanctum 2000 Vault may also be used for memorial purposes only.

Vaults are situated within the cemetery grounds and are easily accessible. A flower vase is incorporated into the base plate of the Sanctum so that you may leave fresh flowers each time you visit. Please note that no other items/flowers may be placed on or around the Sanctum. The cremated remains must be in a casket bearing the name of the deceased. The vaults may be leased for a period of 10 or 20 years with an option to renew at the end of the lease. The price includes a plaque, a gold or silver topped vase, and the first interment fee.

The Sanctum 2000 Vaults may be leased for an initial period of 10 or 20 years. The lease may be extended for a further 5/10/20 year period at the end of the initial lease. If the lease is not renewed the cremated remains will be removed from the vault and may be collected by the Deed Holder.

The Vault remains the property of the Council throughout the lease period, but the inscribed tablet becomes the property of the applicant. The applicant is responsible for the maintenance and upkeep of the vault and plaque. At the end of the lease period, if the lease is not renewed, the tablet will be removed and may be collected by the applicant. Alternatively it can be disposed of sensitively by the Council

The right may be renewed on expiry of the 5/10/20 years by payment of the appropriate fee applicable at the date.

The vault shall be sealed with a granite tablet purchased from the Council and such tablet will be the property of the Deed Holder.

The memorial tablet will be retained for six months for collection by the Deed Holder. If not collected within that period it will be sensitively disposed of.

The above right may be rescinded at any time during the lease period of the written instructions of the Deed Holder who shall arrange collection of the cremated remains and inscribed tablet from the Cemetery.

It is the responsibility of the Deed Holder to ensure that the rights are renewed. Although the Council will endeavour to contact the Deed Holder before expiry of

the right, no responsibility can be accepted for action taken in the absence of renewal of the right, or alternative instructions from the Deed Holder.

General Conditions

The Sanctum 2000 Vault remains the property of Aylesbury Town Council throughout the lease period, with the exception of the memorial tablet, which becomes the property and responsibility of the lease holder. The Council cannot be held liable for theft or damage to the memorial tablet.

The lease agreement allows up to two sets of cremated remains to be placed in the Vault, at the request of the lease holder. The placing of the cremated remains and/or the sealing of the Vault with the memorial tablet may be witnessed by family and friends.

The initial lease agreement is for 10 or 20 year period, but this may be extended for a further 5, 10 or 20 year period at the expiration of the lease.

The Council will attempt to contact the lease holder towards the end of the lease period, therefore it is very important that any changes of address are notified to the Bereavement Services Office and the onus for doing so rests with the lease holder.

At the end of the lease period, if the lease period is not renewed, any cremated remains in the Vault will be removed by the Council and may be either collected by the family or privately disposed, or they will be removed by the Council. The memorial tablet may also be collected by the family for use elsewhere, or will be disposed of sensitively by the Council. Every effort will be made to contact the lease holder at their last registered address to ascertain their wishes but the Council retain the right to strew the cremated remains and dispose of the memorial tablet.

Cleaning Vault

The lease holder is responsible for the upkeep of the vault and plaque. Please note that dyed flowers may leave marks and it is suggested that warm soapy water or baby wipes are used in cleaning the vault or plaque as bleach and/or other chemicals may adversely affect it.

Aylesbury Town Council is the "controller" of the personal data you provide to us, our address is Town Hall, 5 Church Street, Aylesbury, Buckinghamshire HP20 2QP, telephone 01296 425 678.

Please retain these conditions for your reference.

1. Purchaser's Details

Note: The person(s) named below will be registered as the owner of the lease. The owner must give written consent for ashes to be placed in the vault and for the fascia tablet to be inscribed.

Name: _____

Address: _____

Postcode: _____

Telephone No. _____

I/We agree with the conditions of the lease and to abide by the cemetery regulations.

Signed: _____ Date: _____

Please ensure you read and sign the privacy notice overleaf.

2. Fascia Tablet Colour Required

Black

Blue Pearl

Red

3. Lease Period

10 years

20 Years

4. For Office Use Only

Amount Payable: £ _____ Invoice No. _____ Receipt No. _____

Sanctum No. _____ Grant No. _____

Privacy Notice – Please sign below to show you have read and understand

Aylesbury Town Council is the “controller” of the personal data you provide to us, our address is Town Hall, 5 Church Street, Aylesbury, Buckinghamshire HP20 2QP, telephone 01296 425 678.

The Data Protection Officer is Anthony Motyka, the contact details are the same as above.

We need your contact details to enter into a contract with you i.e. the lease agreement. In the course of managing this contract we may need to contact you if there is an issue with the vault e.g. to ensure compliance with cemetery regulations or to meet health and safety legislation.

Your personal data will be processed by Aylesbury Town Council employees only for the purposes mentioned above. We will not share your personal data with a third party unless we are legally obliged to do so.

Your data will be deleted when your lease expires, unless you choose to renew the lease.

You have the right to access your personal data held by us, the right to rectification of inaccurate personal data, the right to request erasure of your personal data, the right request restriction of processing, the right to receive or have your personal data sent to another controller in a portable format, and the right to object to us processing your personal data.

You have the right to lodge a complaint with the Information Commissioner’s Office by calling 0303 123 1113 or via their website ico.org.uk

Signed:..... Date:.....