

Memorial Plaque Amendment Application

This form should be completed and returned to **bereavement.services@hes.scot**

Alternatively, the form can be posted to **Historic Environment Scotland, Bereavement Services, Room 1.6, Longmore House, Salisbury Place, Edinburgh EH9 1SH**

Section 1 – Your Details

1. Your Name

2. Your email address

3. Your telephone number

Section 2 – Property in Care Details

4. What is the name of the Property in Care which you are contacting us regarding?

A list of our Properties in Care be found at <https://www.historicenvironment.scot/visit/all/>

5. Please include a photograph of the plaque you wish to contact us regarding

This can be copy and pasted to the box below or included as an attachment to an email with this form when submitted.

6. Please include a map showing the location of the plaque you wish to contact us regarding.

This can be copy and pasted to the box below or included as an attachment to an email with this form when submitted.

7. Please describe the amendment you are seeking

8. If you wish to alter the inscription on a plaque, please type the revised version here

Section 3 – Declaration

Declaration

By completing this form, I acknowledge that HES cannot provide a timescale for the lifespan remaining on the bench where the plaque is affixed. You agree to allow HES to retain your contact details in Section 1 for the purpose of contacting you to return the plaque at the end of the lifespan of the bench. Should your contact details change, you acknowledge it is your responsibility to provide updates to HES or any successor.

8. Declaration Acceptance

Signature	Date
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By requesting an amendment to a plaque, you consent to Historic Environment Scotland collecting and retaining the personal information provided above for the purpose of contacting you and keeping you informed when a bench reaches the end of its lifespan. You may email bereavement.services@hes.scot at any time to request that your personal information be updated or deleted. For further information about how we collect, use and protect your personal data, please refer to our [Privacy Policy](#).