

Memorial Applications FAQ's

How do you define service and sacrifice?

Our definition of service and sacrifice is in line with our [charitable objects](#) which can be found on the charity commission website. We welcome applications from a properly constituted national organisation which represents the following:-

HM Armed Forces, Commonwealth Armed Forces or foreign services under British command, civilian services, emergency services, charities, reserved occupations, and civilian organisations set up to support a war effort.

All applications must demonstrate that those to be remembered have lost their lives or suffered injury, or put themselves at risk of loss of life or injury in service of the public. In some cases memorials may be accepted where other types of sacrifice are clear and attributed to the selflessness of those remembered for the good of others, for example The Women's Land Army and Timber Jills Memorial.

Why don't you commission memorials?

The Arboretum is the UK's year-round centre of Remembrance and a focal point for the commemoration of those who have served and sacrificed for our nation. It is an inspirational world class setting freely open to all.

As a UK registered charity, the Arboretum facilitates Remembrance in all its guises and helps organisations to place memorials in an appropriate, national setting. Funds gifted to the charity support the management of the landscape, help to relieve the distress and suffering of the bereaved, and educate the public and Armed Forces personnel in military history, the effects of conflict, and peace and reconciliation. It is not within our remit to commission or pay for memorials.

How do I get a design? Where do I start?

Memorials/ monuments may take the form of memorial structures, works of art, natural landscape features or infrastructure projects. On request, we can provide a list of approved masons and sculptors who know the Arboretum site and the types of designs welcomed. Alternatively, you may select your own mason or sculptor and ask them to create, at your cost, detailed designs for submission.

We encourage creative designs featuring symbolism and interesting materials.

What does the maintenance charge include?

The memorial owner is responsible for the maintenance of their entire plot, including all landscape features and interpretation. This includes the grass area that surrounds the memorial.

Within reason, the maintenance cost can be tailored to the memorial and your budget, and is subject to the needs of the memorial, the materials used, the size and complexity of the design, and the frequency of maintenance. Maintenance may include mowing, sealing, staining, treating, pruning and repairing your memorial and plot.

We can also provide a competitive quote for insurance.

What materials can I use?

We do not dictate what materials can be used, but there is an expectation that all memorials will be high quality, creative in design, and have longevity/ be in situ in perpetuity. We therefore suggest the use of hardy materials such as stone, metal, glass and wood.

Accompanying interpretation boards and landscape features should also be high quality and should withstand the elements of the outdoors.

Can I select where the memorial is located?

The Landscape and Memorials Committee will consider specific location requests, however they reserve the right to allocate a specific plot/ location in line with the long-term landscape plan for the site.

What if I disagree with your decision? Can I appeal?

Yes. You can appeal and the committee will fully reconsider the application with any freshly submitted information, or an amended application. However, the decision of the committee is final.

Who/what forms the Landscape and Memorials Committee?

The committee comprises eight members, all of whom have relevant experience, including, but not limited to: landscaping and the environment, planning and transportation, landscape architecture, grounds management, and memorial management. The committee is currently chaired by a former Senior Military Officer.

Can I pay in instalments for maintenance?

Maintenance can be paid in advance for a 20-year agreement, in perpetuity, or on an annual basis, subject to annual increases.

Do we have to be a charity to fundraise for a memorial?

All applications must be made by a properly constituted, national organisation that represents one of the following: - HM Armed Forces, Commonwealth Armed Forces or foreign services under British command, civilian services, emergency services, a charity, reserved occupations or civilian organisations set up to support a war effort.

We do not insist that your organisation is a charity, but you must be able to demonstrate that you have funds in place to design, install and maintain your memorial. Applying for charity status may be helpful if you wish to raise funds amongst the public. We recommend you seek proper advice from the Charity Commission before launching an appeal.

Can you give me a rough cost of a memorial based on what's on site already?

The current memorials on site have costed from as little as a few thousand pounds to many thousands. We recommend you discuss your aspirations with an appropriate designer to gain an estimate.

Can I have a memorial to animals like the Free Spirit Memorial?

We no longer accept applications for memorials to animals and submissions will not be approved. Memorials to an Armed Forces or civilian services operational unit where the animal is an integral part of the support will be eligible. Please refer to our criteria above.

Why can't I have names on my memorial? Others currently have.

Some memorials, dedicated early in the development of the Arboretum, do feature the names of individuals. However, in 2014 the policy was amended and these are no longer permitted due to complexities around inclusion criteria, inaccuracies, and the management of memorial administration.

Some national HM Government sponsored memorials are an exception to this.

The Armed Forces Memorial, a national monument on site, features the names of service personnel killed on duty since the end of the Second World War. Over sixteen thousand service men and women are individually remembered here.

It is important to note that the Arboretum remembers service and sacrifice in the broadest terms and therefore the majority of our memorials are not just remembering those who have lost their lives, but also those who have made contributions and sacrifices in other ways.

Can I come and build a memorial myself with people from our organisation?

We would consider this subject to the provision of the correct references, guarantees, insurance and submission of all the requisite safety documentation.

How long will the process take from start to finish?

The process can take as little as three to four months, but, in most cases, will be longer. The duration of the process is subject to the complexity of memorial design and funding. On average it takes between 12 to 24 months if funding is in place.

We already have a memorial; can we improve it/ change it?

The Landscapes and Memorials Committee will consider applications for improvements or alterations, depending on the significance of the changes. You will not need to go through the full applications process, but approval must be given before work can commence.

Can we install an information board as well?

Interpretation may be included on the memorial or as a separate feature. Any accompanying interpretation, including text and materials to be used, **MUST** be included in the memorial application.

How big can my memorial be?

We have many different sized memorials on site from small plinths to national monuments. You should consider your funding, the location of the memorial and any planning restrictions/ approvals which need to be born in mind before submitting your application.

Can I have an interactive memorial?

We would welcome interactive installations, subject to it meeting the Arboretum's charitable objectives/ criteria, and final approval from the Landscape and Memorials Committee.

Would I be able to have a power source for lights?

There is currently no access to mains power across the site.