

Criteria for the Names of the Fallen to be added to a Memorial

Introduction

This guidance sets out the process for considering a request to add to the Names of the Fallen on war memorials* under the custodianship of Wirral Council.

Initial Request

Initial requests to add names to war memorials can be received in writing from:

- Primary – The next of kin or descendants of the individual concerned
- Secondary – An informed member of the public (either privately or on behalf of an organisation)

Initial Actions

- If the request is not from a next of kin, then reasonable efforts should be made to contact the next of kin, which may include the Council issuing a media release.
- Confirm the individual was a member of the armed forces (regular or reserve) who was killed on duty while performing functions attributable to the special circumstances and requirements of the armed forces, or as a result of terrorist action, or who died while deployed on designated operations.
- Members of the Royal Fleet Auxiliary and the merchant navy who died in conflict zones while in direct support of the armed forces.
- A person has died whilst in service in UK armed forces by an incident not defined above.
- In addition, those who have been discharged from the service but later died as a direct result from the injuries received while serving.
- Confirm that the person was born in Wirral, or lived in the area for some time, by either being born and brought up in Wirral or moving here at a young age prior to joining the armed services.
- Proof of residence will be required.
- Each case will be taken on its individual merits.

Wirral Council's actions on receipt of a request

- Confirmation of details of death from Ministry of Defence either via the website of the conflict or in writing directly to the relevant department dealing with the branch of the armed services.

- Contact the relevant branch of the armed service welfare department (particularly if a recent fatality) to visit next of kin and ask permission to place name on memorial.
- Assist the next of kin with any queries on the naming process.
- Notify the Mayors Office to include next of kin in invite list for the following Remembrance Sunday Service at Hamilton Square Cenotaph.
- Arrange for works to be carried out by a stonemason and make payment on completion.
- Write to the next of kin and inform them of the completion of the inscription.
- Dedication to take place in-conjunction with the next Remembrance Sunday service.
- Remain in contact with the next of kin in order to answer any queries they may have in the future.

*** Please Note:**

The term 'War Memorials' in this circumstance is taken include a War Memorial, Cenotaph or Memorial Plaque or Stone.