

Burley Parish Council

Memorial Seat Application

Name of Deceased:

Your details:

Name:

Address:

Tel:

Email:

Wording for Plaque:

Costs:

The bench is an Oak Woodland park bench from Sustainable Furniture (UK) Ltd or equivalent.

The current cost of the bench will be provided at the time of application depending on supplier cost; currently this is £700.

Installation and delivery will be charged if appropriate, however currently fitting will be carried out by the Parish Council Lengthsman.

The cost of the plaque and engraving will also be charged to you; the cost of which will be supplied to you at the time of application.

I agree to the Memorial seat policy. I agree to being contacted by, and my details being held by, Burley Parish Council for the purposes of this memorial bench scheme and in line with the Parish Council's Privacy Notice.

Signature:

Date:

Please return this form to the Clerk via email: clerk@burleyparishcouncil.gov.uk Tel: 07503 203399

This process including Burley Parish Council approval may take up to 6 months to complete.



Burley Parish Council

Policy for Memorial Benches

- This policy was adopted by Full Council on 11th June 2018.
- As Burley Parish Council is unable to place new benches in Burley due to the restrictions of grazing Crown Land, all memorial benches will be a new replacement to a current bench seat.
- All requests must be made in writing on the attached form and in agreement with the next of kin, personal representative and/or the executors.
- The Parish Council will manage the installation of all benches the cost must be in the donation.
- The Donations is to be made in advance of the order for the bench being placed.
- The inscription on the plaque shall be a suitable statement which must be approved by the authorised officer of the Parish Council. The cost will also be in the donation to the Council.
- The Council will maintain the bench but the Council accepts no liability for replacement of the bench or the plaque at the end of its useful life.
- No additional mementos such as vases, statues, flowers or wreaths shall be permitted on or around the bench.
- There are no designated locations where ashes can be scattered including around memorial benches.
- If the bench is no longer safe the Parish Council reserves the right to remove the bench.
- It is the responsibility of the owner of the bench to inform the Parish Council of any change of address
- When the memorial seat is coming to the end of its life the Parish Council will try to contact the owner to inform them of the situation. If there is no reply after 4 weeks the Parish Council will remove the memorial plaque and retain the memorial plaque for a year. If the bench is in a poor state of repair it will be removed. In the event of damage by vandalism if the Parish Council is unable to recover the insurance excess the Council reserves the right not to replace the bench or to offer the owner the opportunity to pay the excess in order to facilitate a replacement.