



MEMORIAL BENCH  
POLICY  
AND APPLICATION FORM

Re-adopted 13<sup>th</sup> May 2024 – Minute no 0203/24

## 1. INTRODUCTION

- 1.1 Crich Parish Council supports the need and principles of allowing memorial benches within the Parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that this need is managed and regulated for the mutual benefit of all.
- 1.2 It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.
- 1.3 The Parish Council reserves the right to refuse any application which it deems unsuitable. The decision of the Parish Council will be final.

## 2. LOCATIONS

- 2.1 Parish Council owned/managed land.

## 2. POLICY – Terms and Conditions

- 3.1 All applications for memorial benches should be completed on the official request form and be signed by the applicant.
- 3.2 The Parish Council will provide the names and details of suitable bench suppliers to enable applicants to select a bench.
- 3.3 Discussion will need to take place between the applicant and the Parish Council with regard to the type of bench, plaque, location, purchase and installation.
- 3.4 All memorial bench, plaque and installation costs should be paid for by the applicant prior to ordering.
- 3.5 A routine maintenance/regular inspection fee of £150 per 10-year period is due to the Parish Council prior to installation. All memorials are based on a 10-year lease and can be renewed after this period if the applicant wishes. Upon the end of the 10-year period any memorial plaques shall be removed and may be collected by the applicant.
- 3.6 The Parish Council will limit the number of memorial benches in particular areas.
- 3.7 The Parish Council will notify the applicant in the event that the memorial bench is damaged. The responsibility and cost of repair will be for the applicant. The applicant **must** ensure that the Parish Council is in possession of current contact details.
- 3.8 The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish Clerk or Parish Council appointed Inspectors beyond economical repair, or have not been repaired within four weeks of the notification referred to in (3.7) above.
- 3.9 The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out routine maintenance.
- 3.10 Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location.
- 3.11 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high and to be an easy fit in the centre of the upper most lath of the back of the bench. Please supply plaque inscription with your application.

3.12 The Parish Council in line with the current maintenance regime for benches will maintain the plaque. The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.

3.13 Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.

## 4 STYLE AND COST OF BENCH

4.1 Permission will only be given for the following:

- Hardwood
- Recycled Material

Benches must be selected from the supplier list provided by the Parish Council.

4.2 Indicative estimate for Memorial Bench costs:

- |   |                        |
|---|------------------------|
| ▪ Hardwood Bench                          | £850.00 + VAT (approx) |
| ▪ Recycled Bench                          | £850 + VAT (approx)    |
| ▪ Plaque inscription                      | £100 + VAT (approx)    |
| ▪ Installation charge – <i>compulsory</i> | £150.00 + VAT (approx) |
| ▪ Maintenance charge – <i>compulsory</i>  | £150.00                |

All prices subject to change. Current prices available on request.

# APPLICATION REQUEST FOR A MEMORIAL BENCH

Please contact the Parish Council to discuss your requirements, prior to completing this form.

Full name/title	
Address:	
Post code:	
Tel no (including area code): Mobile no:	
E-mail:	

Please remember to notify us of any change of contact details so we can reach you if necessary.

Name of person for dedication ( <i>block capitals</i> ):	
Chosen supplier and name of bench ( <i>must be hardwood or recycled material</i> ):	
Preferred location of bench ( <i>permission for a bench can only be given for Parish Council owned/ managed land</i> ):	
Plaque inscription requested 30 words max. ( <i>max. size 175mm wide x 75mm high</i> ):	

Total amount due (*Payable by cheque made out to Crich Parish Council*): £ \_\_\_\_\_

**Please provide and install a dedicated seat on my behalf. Once approved I agree to donate the required cost for the order to be made.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return application request form to:

Crich Parish Council, Glebe Field Centre, Glebe Field Close, Crich, Derbyshire. DE4 5EU

You will be advised when bench installation and plaque inscription are approved.

OFFICIAL USE ONLY	
Bench approved:	Bench cost:
Plaque approved:	Plaque cost:
Ordered:	Installation cost:
Location:	Maintenance cost:
Date of installation:	Total amount: