

## **APPLICATION FOR A MEMORIAL BENCH AND PLAQUE**

(PLOCK CADITALS DI FASE)																	
(BLOCK CAPITALS PLEASE)  Name:																	
	ddress:																
Address																	
- Emaile																	
Email:	Telephone number:																
PREFERRED LOCATION OF SEAT (PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE):																	
1 <sup>st</sup> Choice:																	
2 <sup>nd</sup> Choice (if applicable):																	
The Open Spaces Team will contact you if there are any queries regarding the proposed location.																	
WORDING ON SEAT – EITHER CARVED OR PLAQUE:																	
GUIDELINES:																	
1. 2.	Maximum of <b>64 CHARACTERS, LETTERS AND SPACES ON A MAXIMUM OF 4 LINES</b> .  Names generally use a larger typeface than the remainder of the wording. This will not affect the number of characters per line.																
3.	Please centre text as accurately as possible on the grid. A proof will be sent to you for your approval prior to production showing how the plaque will look when it is made.																
4.	The inscription <b>MUST</b> be clearly written in block capitals. We are unable to accept responsibility for incorrect wording due to illegible or ambiguous writing.																
5. The wording and layout of the plaque is subject to approval by the Council.																	
To ensure that the inscription will fit onto the plaque, please enter the characters into the box below in the order you would like to see them on the plaque (grid not to scale).																	
NOTE	 C.																
NOTES:  1. Please return one signed and dated copy of this form to: Cleansing & Open Spaces, Charnwood Borough Council, Southfields Road, Loughborough LE12 2TN or environmental.services.admin@charnwood.gov.uk																	
2.	Subject to an agreement of the seat location and plaque wording, an invoice for £1,777.00 for a new seat and base will be sent to you. Prices include VAT at 20%.																
	(Please <b>do not</b> send payment. An invoice will be sent on receipt of the application form).																
I/We have read the Conditions set out on the back of this form, subject to which the Council is prepared to provide a Commemorative Seat and Plaque and agree to be bound by them.																	

Signed: Date:

## **Conditions**

- 1. Should there already be sufficient benches in the open space of the applicant's choice; the applicant may be offered an alternative choice of park for a bench installation. If the applicant does not wish to consider an alternative open space, they may be offered an existing bench within the open space to place a memorial plaque, but they will be charged the cost of a new bench for this service. This offer will be at the sole discretion of the Council.
- 2. The seat and plaque material and design are to match existing where applicable. Where no other seats and or plaques exist, the Council shall stipulate the specification for the seat and or plaque.
- In order to maintain consistency of appearance and quality and control over location, all benches and/or plaques will be ordered and installed by Charnwood Borough Council.
- 4. The total cost of the provision of a memorial bench (including plaque and if necessary, concrete base) will be in accordance with the current charging policy.
- 5. The Council will not be liable for the replacement of old, vandalised or diseased trees. Although not liable for replacement, any seat which is damaged or stolen or becomes unfit to fulfil its purposes, by whatever reason or means, the Council reserves the right to replace or refit the same entirely at its discretion and at its own expense.
- 6. Benches can be provided with carved inscriptions or memorial plaques. Plaques fitted to benches will be a maximum height of 5cm (generally 200mm wide x 50mm tall) and will be fitted in the centre of the upper most lath of the back of the bench.
- 7. The inscription on the plaque is to be restricted to 'In the Memory of' the name of the person and the dates of birth and death. Wording such as "Beloved wife and mother of" will not be permitted.
- 8. No additional mementoes, e.g. statues, flowers, wreaths, vases, etc. will be permitted on or around the bench.
- 9. Any maintenance, following the initial installation of benches or plaques, will be the responsibility of the applicant but with agreement of the Council.
- 10. The Council reserves the right to move to a new location or remove completely any seat and or plaque if it is deemed to be in the Council's best interest. Notification of such action will be made to the applicant at his or her last known address.

(Office Use Only)								
Plaque No.	Date installed							
Seat No	Date installed							
Invoice No	Sum paid £							
Invoice date	Date paid							