

PADSTOW TOWN COUNCIL



PADSTOW PARISH MEMORIAL BENCHES Application For Additional/Replacement Plaque

In accordance with Padstow Town Council's Memorial Bench Policy, the Town Council will consider applications for additional and/or replacement memorial bench plaques up to a maximum of 3 plaques per bench. To make an application, please complete this form **in full** and return it by email to enquiries@padstow-tc.gov.uk or by post to the Council Offices using the address below.

Section 1: Applicant Details

Name (Mr/Mrs/Miss/Ms) _____

Address _____

_____ Postcode _____

Telephone _____ **Email** _____

Section 2: Details of Memorial Plaque

Type of Plaque Replacement Plaque Additional Plaque

Return of removed plaque [where applicable] Yes, please return the removed plaque to me by post

No, please dispose of the removed plaque

Name of person/s commemorated on bench already _____

Are you the original bench donor? Yes No

If "No" who is the original donor _____

What is your relationship to the original donor and why are they not applying _____

Section 3: Requested Plaque Wording

A maximum of 35 words will be permitted and the Council reserves the right to reject any wording that is deemed inappropriate for the public amenity setting of the bench. Please note the number of words may impact the exact cost.

Please write your requested wording below exactly as you want it to appear e.g. UPPER or lower case.

Section 4: Fees and Charges

Please **do not send cash or cheques** with your application, exact costs are dependent on suppliers. The Council aims to confirm costs within 10 working days of receiving your application. Once confirmed, you will be asked if you would like to proceed, at which point payment will become due.

The following fees and charges will apply:

Item	£	Final £ [Office Use Only]
Replacement/Additional Plaque	£67.00	
Administration [not applicable if donating replacement bench at same time]	£30	
Return of old memorial plaque removed from a bench [if required]	£5	
[Office Use Only] TOTAL Sum:		
Date of BACS Payment OR Receipt No for cash/cheque:		
Paid as part of replacement bench purchase?		Y / N

Please refer to the appended Memorial Bench Fees and Charges for full details and the definition of each fee/charge.

Section 5: Memorial Plaque Regulations

In accordance with the Padstow Town Council Memorial Bench Policy, the following memorial plaque regulations apply:

5. Memorial Plaques

- 5.1 Memorial bench donations will be recognised by way of a memorial plaque fixed in the centre of the uppermost slat of the back of the bench. The purchase of the plaque and its installation will be undertaken by Town Council employees.
- 5.2 For consistency, memorial **plaques shall be made of stainless steel and be 125mm wide x 75mm high, they will have 4 fixing holes and black infill lettering.** A maximum of 35 words will be permitted and the Council reserves the right to reject any wording that is deemed inappropriate for the public amenity setting of the bench.

Section 5: Memorial Plaque Regulations continued

5. Memorial Plaques [continued]

- 5.3 A maximum of 3 memorial plaques per bench will be permitted. Where possible, Council employees will centre the plaques on the uppermost slat of the back of the bench by using the existing screw holes made by the first plaque. Where this is not possible and screw holes are visible, it is beyond the Council's scope for maintenance to repair this. It will also not be possible for the Council to address any discolouration of the bench made visible by the movement of the original plaque.
- 5.4 The Town Council accepts no liability for damage to any memorial bench plaque from general weathering, vandals or third parties.
- 5.5 Applications for a replacement memorial plaque or for a second or third memorial plaque must be completed using the official memorial plaque request form and be signed by the original bench donor.
- 5.6 Upon approval of a submitted application form the following fees are payable:
- the cost of the plaque;
 - an administration fee; and
 - the cost to post the original plaque to the donor (in the case of replacement plaques and only if requested)
- 5.7 Memorial benches are provided for the mutual benefit and enjoyment of all. As such no additional vases, statues, flowers, wreaths, balloons, cards, other ornamentation or unapproved memorial plaques shall be permitted on or at bench locations. Any such items found will be removed and disposed of by the Council without reference to the donor.

Declaration of Acceptance: [please tick the box below, sign and date]

I confirm I have read and understood the Padstow Town Council Memorial Bench Policy including the regulations relating to memorial plaques. I understand that my contact details will be held on file and used for correspondence relating to my memorial bench now and in the future.

Signed _____ **Date** _____

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Privacy Statement: Personal data will only be used for the purpose of complying with the Council's procedures in respect of memorial benches. To view Padstow Town Councils General Privacy Notice please visit www.padstow-tc.gov.uk or contact the Padstow Town Council Offices for a copy.

[office use only]**PADSTOW TOWN COUNCIL**

Council Offices, Station House

Station Road

Padstow

Cornwall, PL28 8DA

Tel: 01841 532296

Email: enquiries@padstow-tc.gov.ukWebsite: www.padstow-tc.gov.uk**Bench No:****Plaque Purchase Order No:****Officer:**



Memorial Bench Fees And Charges 2022

Where possible, any changes to memorial bench fees and charges will be made during the regular review of this policy. However, charges which are a direct re-charge of purchasable goods or services remain subject to change.

Fees are payable in advance. The total donation fee will be confirmed upon receipt of a completed Replacement Bench Request Form or Memorial Plaque Request Form.

REPLACEMENT BENCHES

The fees given below relate to benches on Town Council land. Where permission from another landowner is required [policy paragraph 1.4] additional fees and charges may be applied by the landowner.

Permitted Bench

The bench listed below is the only permitted memorial bench. Should this bench no longer be available, an alternative will be sourced in accordance with policy paragraph 4.4. You will be notified of any difference in costs prior to purchase.

1	Bench: Phoenix Recycled Material Seat Length: 1790mm Slats: Brown Enviropol	£531.00
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Bench Fixings

The type of fixings required will be determined by employees of the Town Council and depend on the bench's location. The fixings listed below are not exhaustive and additional fees could apply.

2	Concrete surface fixing bolts [typical of most locations]	£nil
3	Paving slab fixing	£14.72
4	Below-ground anchor fixing	£48.90
5	Adjustable depth concrete-in fixing	£35.72

Installation Fee

An installation fee applies to all replacement benches. This fee is inclusive of the removal and disposal of the old bench. If the location of the replacement bench is such that additional team members are required to assist in the removal or replacement of the bench, and/or requires the bench to be assembled after delivery, an Installation Surcharge will be applicable.

6	Standard installation including removal of old bench	£60.00
7	Installation surcharge as defined above	£60.00

Maintenance Contribution

The Town Council will maintain a bench for an initial period of 15 years [policy paragraph 4.5], the maintenance fee listed below will contribute to this cost.

The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve routine inspection, the occasional removal of any build-up of grime, the removal of graffiti (where possible) and repairing minor faults within resources available [policy paragraph 4.6]. This does not extend to damage or replacement parts [policy paragraph 4.9].

8	Maintenance contribution to cover whole 15 year period	£300.00
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MEMORIAL PLAQUES

The plaque detailed below is the only style of memorial plaque permitted and the Council reserves the right to reject any wording that is deemed inappropriate for the public amenity setting of the bench [policy paragraph 5.2]. A maximum of 3 plaques are permitted per memorial bench [policy paragraph 5.3].

9	Replacement/additional memorial plaque: Stainless steel Size: 125mm wide x 75mm high Fixing: 4 fixing holes Lettering: Black infill Words: maximum 35	£39.20
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ADMINISTRATIVE FEES

10	Replacement bench administration fee	£30.00
11	Replacement memorial plaque administration and installation fee *not applicable if replacing bench at same time	£30.00
12	Additional memorial plaque administration and installation fee	£30.00
13	Return of memorial plaque removed from a bench	£5.00