

# SPONSOR A MEMORIAL BENCH

This memorial scheme is open to all those who wish to participate and is not confined to the commemoration of the recently deceased. This provides members of the public with an opportunity to sponsor a memorial bench with a dedication of their choice.

## Description

This scheme allows for the refurbishment of an existing un-dedicated bench and provision of a plaque for a charge of £575.

## Locations

Benches which are un-dedicated and are in the ownership of South Hams District Council can be found in most parks and open spaces some of which are listed below:-

- Castle Estate, Dartmouth
- Erme Riverside, Ivybridge
- Embankment, Kingsbridge
- Vire Island, Totnes

If you have another site in mind you are welcome to suggest it and this will be considered by the Council.

## Maintenance

Memorial benches will normally remain on site for a period of ten years, after which time they become available for re-dedication by the Council. During the 10 years the maintenance and reasonable repairs for the bench will be the responsibility of South Hams District Council and are covered in the initial cost.

## Vandalism and Damage

If the bench is damaged beyond repair, the Council will remove it and inform you of this. We will look to offer an alternative but this will be at the standard charge applicable at the time. The Council does not hold insurance cover for the damage, loss or destruction of benches.

## Charges

The charge to sponsor a memorial bench with effect from 1<sup>st</sup> April 2011 is £575 (including VAT) inclusive of the refurbishment of the bench, plaque and 10 year maintenance

- Refurbishment of bench
- Brass plaque and inscription
- Contribution to 10 year maintenance



The Council will invoice the applicant after the bench has been refurbished.

## Waiting Time

Applications for memorial benches are processed all year round. On receipt of a request the Council will respond within 30 working days. Once an application has been approved it may take up to 10 weeks for the refurbishment and installation of a plaque.

## Conditions of Dedication

- Memorial benches are sponsored for a fixed term of ten years. At the end of the ten year period the Council will attempt to make contact with the sponsor and offer to extend the period based on the charge of the service of that time.
- The Council will try and accommodate the applicant's preference for the bench location. The Council reserves the right to refuse an application if the preferred location is unsuitable and to offer an alternative site.
- Once the seat has been refurbished it remains the property of the Council. The Council takes liability and responsibility for all maintenance requirements. No maintenance of any kind should be undertaken by the sponsor, their family or their representatives.
- At the end of the sponsor term, and where it is not possible to contact the seat sponsor to offer to extend the period or where the seat sponsor chooses not to renew, the Council will remove the memorial plaque and where reasonably practicable return it to the bench sponsor.
- The Council will not replace benches which are lost or damaged beyond repair. The sponsor of the seat will be notified if this is the case and **please notify the Council if your address or contact details change.**
- The brass plaque will be of a maximum size of 150mm x 60mm. The maximum number of words is 15.

# APPLICATION TO SPONSOR A MEMORIAL BENCH

Bench Location .....

NAME .....

ADDRESS .....

.....Post Code.....

Tel No. ....E-mail.....

## Plaque Inscription

(please print clearly and use BLOCK CAPITALS – Maximum 15 words)

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.....  
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.....  
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- Signing this application form will indicate agreement to the **Conditions of Dedication**.

**Signed**.....**Date**.....

Please return/e-mail the completed application form to:-  
Administration Office, Natural Environment and Recreation Team  
South Hams District Council, Follaton House  
Plymouth Road, Totnes TQ9 5NE  
Tel No. 01803 861234  
Fax No. 01803 861478  
E-mail – [catherine.freston@southhams.gov.uk](mailto:catherine.freston@southhams.gov.uk)

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### Data Protection

Your information will be used for consultation purposes regarding your application and will be held securely by South Hams District Council. The Council may share the information with other officers within the council to ensure this service is delivered but only where this is essential to provide the service or if required by law.