



APPLICATION FOR A MEMORIAL BENCH AND/OR PLAQUE

NAME: (BLOCK CAPS)

ADDRESS:

..... **POST CODE:**

TEL NO: **EMAIL:**

Memorial Required (please tick relevant box):

NEW BENCH WITH PLAQUE

MEMORIAL PLAQUE (ONLY)

Preferred Location: (exact location subject to agreement from Worcestershire County Council Highways Department and/or Wyre Forest District Council)

Designated Area **A*** (*see overleaf*)

Fee (*see overleaf*)

£

Preference:.....

...

Designated Area **B*** (*see overleaf*).

Fee (*see overleaf*)

£

Preference:.....

Plaque inscription (please PRINT clearly and use BLOCK CAPITALS – Maximum 15 words - see 7 overleaf)

.....

.....

.....

Signing this application form will indicate agreement to the **Conditions of Dedication*** (*see overleaf*).

Signed **PRINT NAME:** **Date:**

Please return/email this completed application form to:
The Town Clerk
Bewdley Town Council
The Guildhall, Load Street
BEWDLEY, Worcs
DY12 2AH

Tel: 01299 400157
Email: townclerk@bewdley.org.uk

DATA PROTECTION
Your information will be used for consultation purposes regarding your application and will be held securely by Bewdley Town Council.

CONDITIONS OF DEDICATION

1. All requests for new memorial bench seats with plaques or for plaques to be fixed on existing bench seats must be made on full completion of an Application Form signed and submitted to the Town Clerk.
2. New memorial bench seats must be of a type, design and colour approved by Bewdley Town Council (BTC). The Town Clerk (or Assistant Clerk) will discuss your requirements with you.
3. BTC will try and accommodate the applicant's first preference for the bench and/or plaque location. However, it reserves the right to refuse an application if the preferred location is unsuitable and to offer an alternative site. Sites are limited to either land which forms part of the public highway or land within parks, amenity areas and public open spaces (subject to County/District Council approval).
4. Once the location (with necessary consents) and type of bench and plaque inscription have been agreed with the donor, the Council will issue and invoice for the appropriate amount (see charge below). Payment in full by way of cheque will be required as a condition of the order then being progressed. Cheques must be made payable to 'Bewdley Town Council'.
5. On payment of the agreed fee, BTC undertakes to obtain, fit, insure and maintain the memorial bench and/or plaques for a fixed term of 10 years. After this time, BTC will consider continued maintenance and the subsequent arrangement may be subject to a further fee being charged, as appropriate at that time. If the donor cannot be contacted for any reason, BTC will use its discretion to decide appropriate action. If the donor chooses not to pay a further fee, the Council will return the plaque to the donor, if requested to do so.
6. Once the seat and/or plaque is/are installed it becomes the property of BTC and will be recorded in the Asset Register. No maintenance of any kind should be undertaken by the donor, their family or their representatives.
7. The brass plaque will be of a maximum size of 150mm x 60mm. The maximum number of words is 15. The plaque will be fixed to the upper back rail or slat of the bench facing forwards. No bench seat will have more than one plaque. The precise wording of the any plaque or inscription must be approved by the Town Clerk with the object of having some consistency in the nature of the wording and style of lettering.
8. This policy does not apply to bench seats being placed on privately owned land over which the Council has no control.

CHARGES (with effect from AUGUST 2015 – FOR REVIEW AS FROM 1ST APRIL in each calendar year)

DESCRIPTION	CURRENT FEE (including VAT) £
NEW BENCH SEAT WITH PLAQUE WITHIN TOWN CENTRE DESIGNATED AREA (A)	1,500
PLAQUE FIXED TO EXISTING (REFURBISHED) BENCH SEAT WITHIN TOWN CENTRE DESIGNATED AREA (A)	500
NEW BENCH SEAT WITH PLAQUE OUTSIDE TOWN CENTRE DESIGNATED AREA (B)	1,000
PLAQUE FIXED TO EXISTING (REFURBISHED) BENCH SEAT OUTSIDE TOWN CENTRE DESIGNATED AREA (B)	300
KEY: Town Centre Designated Area (A) : relates to the area marked in red on the attached map, i.e. the riverside – including Severnside North and South, Northwood Park, Beales Corner. Town Centre Designated Area (B) : relates to the remainder of Bewdley (non-riverside), encompassing Bewdley East & West and Wribbenhall.	

PLEASE NOTE THAT UPON RECEIPT OF YOUR APPLICATION THIS COUNCIL WILL RESPOND WITHIN SEVEN WORKING DAYS. ONCE AN APPLICATION HAS BEEN APPROVED WE WILL ENDEAVOUR TO ENSURE THAT THE WORK IS COMPLETED AS PROMPTLY AS POSSIBLE.

Application forms may be downloaded from our website: www.bewdleytowncouncil.org/Your Council

MAP OF BEWDLEY SHOWING DESIGNATED AREA A: RIVERSIDE LOCATIONS (OUTLINED)

