

## Memorial bench application information

Benches can be placed in Copeland's cemeteries and crematorium to commemorate a loved one or to provide a place to reflect. We offer one type of bench shown in the picture below. The bench is approximately 1800mm (5feet 9inches) in length and includes a back rail where a plaque can be inserted.



In addition to the memorial bench we can supply a plaque as shown in the above photo, please request one on the application form overleaf. The standard size of the plaque is 63 x 152mm made of Stainless Steel, flush mounted into the back rail. The characters are in-filled with black stove enamel. Inscriptions can be up to 5 lines long, with a maximum of 36 characters per line

### Conditions

We will install and maintain benches for a period of ten years. During this ten year period the maintenance and reasonable repairs for the bench will be the responsibility of the Council. At the end of the ten years, you may choose whether or not to replace the bench or extend the period of maintenance, depending on the bench condition.

We will try to accommodate your preference for the bench location. However the Council may decline an application if the preferred location is unsuitable or offer an alternative suggestion.

Plaques can only be requested as part of the application for a new memorial bench. No other plaques will be permitted.

Once the bench is installed the Council takes responsibility for all maintenance requirements. No other maintenance arrangements are permitted.

If the bench is damaged beyond reasonable repair, the bench will not be replaced. You will be notified if this is the case.

Applications will be processed within 30 working days. Please note that once the application has been approved it may take up to 12 weeks for the installation to be completed.

FOR OFFICE USE ONLY	
Receipt No:	
Received by:	

## Memorial Bench Application Form

Required services (please tick);

☐ Bench 2019/20 fees: **£1276** including VAT

☐ Plaque 2019/20 fees: **£132** including VAT

Application to place bench in \_\_\_\_\_

Preferred position \_\_\_\_\_

*(Subject to suitability and availability of space)*

Applicant's name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Contact telephone number (required) \_\_\_\_\_

If a plaque is required please enter the requested inscription below. (Inscriptions can be up to 5 lines long, with a maximum of 36 characters per line)

Line	Inscription (max of 36 characters per line)
1	
2	
3	
4	
5	

I have read and checked the wording and line placement of the above inscription and sign to say this is correct.

I understand that the bench shall remain the property of Copeland Borough Council and its right to placement shall expire at the end of the ten year period from installation.

I enclose the sum of £..... (Cheques and postal orders to be made payable to Copeland Borough Council)

Signature \_\_\_\_\_

Date \_\_\_\_\_