

St Neots Town Council - Memorial Bench Regulations

INTRODUCTION

Many of the properties owned by St Neots Town Council are suitable for the siting of memorial benches, which enhance the amenity provided in these locations.

The Council would like to help families commemorate their loved ones and create a pleasant environment for all visitors. Details of the locations available can be obtained from the council offices.

These guidelines have been drawn up to ensure the benches serve the needs of all users.

BENCH REGULATIONS

1. St Neots Town Council will supply approved benches for purchase by individuals or shared ownership, and arrange installation of all benches.
2. St Neots Town Council reserves the right to decide the type of memorial bench and reserves the right to refuse or remove any bench deemed inappropriate or unsafe for use.
3. Permission must be sought and approval granted in writing for all benches. Applications must be made in writing to the Town Clerk on the appropriate form and accompanied by the required fee. A memorial bench will only be ordered once any payment made has cleared.
4. Benches installed in any of the areas administered by St Neots Town Council will be situated in suitable locations as designated by the Town Council.
5. The Council will undertake any maintenance of the bench and both the location and condition of the bench will be reviewed regularly. The Council reserves the right to remove or relocate the bench if necessary.

6. The Council will not grant applications for memorial benches to pets.
7. Benches may have an engraved metal plaque attached or an inscription carving to commemorate loved ones. Additional small mementoes such as potted plants and ornamentation are permitted on the hard standing area to either side of a bench. This is at the discretion of the Council; any oversized, broken or items in a state of disrepair will be removed by the Council. Vases, statues, flowers, wreaths, balloons or other etc. are not permitted on or around the bench.
8. It is the responsibility of the bench applicant to inform the Council of any changes of address.

PLAQUE REGULATIONS

1. Memorial plaque/inscription carving application must be submitted on the appropriate application form at the time of ordering the bench including the proposed inscription for approval prior to installation.
2. Inscriptions will be limited to the name of the person, their year of birth and death (if appropriate) and a short inscription of up to 5 lines and a maximum of 36 characters including spaces in any line. Additional lines/characters may be accommodated; however this request would have to be submitted to our supplier for approval.
3. Plaques will be made of metal and measure 3" x 5".
4. Plaques will be installed by Town Council staff.
5. A maximum of three memorial plaques may be attached to each bench if it is a shared ownership bench.



Westminster Seat 1800mm