

# **Saltash Town Council**



## **Memorial Bench Application**

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## Terms and Conditions

Saltash Town Council offer a supply, fit and maintenance service of memorial plaques on Town Council owned benches situated at Churchtown Cemetery for a ten-year lease period. Only benches supplied by the Town Council are permitted and the bench remains the property of Saltash Town Council.

The bench that the Town Council supply (shown on the front cover of the application form) is eco-friendly and long lasting. A plaque will be supplied and installed (maximum size 100mm x 40mm x 3mm) with your choice of inscription but please note that the text will require to be approved by the Town Council Officer prior to installation. The Town Council reserves the right to refuse any inscription that is deemed to be unacceptable for display in a public place.

The location of the bench will be determined by staff on site. Whilst we will try to locate a bench at a requested location, this cannot be guaranteed.\* The Town Council reserve the right to reposition the bench at any time or remove it if it becomes unsafe. You will be notified of any intention to remove the bench.

Saltash Town Council cannot guarantee the long-term safety or security of any bench and is not responsible for the replacement resulting from damage or deterioration with age.

- The Cemetery grounds are open to the public and any person visiting the cemetery is allowed to sit on any bench within the grounds.
- Burial of ashes beneath a memorial bench is not permitted for legal reasons.
- Benches must not be decorated with items such as vases, flower containers, ornaments or wind chimes. These will be removed by the Cemetery staff.
- If you change your address, it is your responsibility to notify the Town Council.
- After ten years if you no longer wish to repurchase a lease period for a further ten-years the Town Council has the right to remove the memorial plaque which will be returned.

**Saltash Town Council  
Memorial Bench – Application Form**

**Your details:**

<b>Full name:</b>	
<b>Full address:</b>	
<b>Telephone:</b>	
<b>Email address:</b>	

**Preferred location\***

If your preferred location is St Stephens Churchyard, please apply directly to the church.

**Declaration:**

By signing this application, you agree to accept and comply with all terms and conditions defined in this leaflet.

<b>Signature</b>	
<b>Print name</b>	
<b>Date</b>	

**Your personal data:**

Please refer to the Saltash Town Council privacy policy for details on how we handle your personal data. A copy can be provided on request or can be found on the Town Council website [www.saltash.gov.uk](http://www.saltash.gov.uk) or click on the link below: <https://www.saltash.gov.uk/edit/stuploads/6540.pdf>



SMALL Personalised Memorial Plaque in solid 3 mm thick Stainless Steel with personalised message inscribed.

Inscription to include name, dates and message as in the example shown above:

**(Message to be maximum of 22 characters including spaces, the more characters the smaller the texts)**

**Please submit clearly the personalised message you wish to have inscribed on a memorial plaque.**

Please do not include cash or a cheque with your application.

**Please send your completed application form by hand/post or email to:**

Saltash Town Council,  
The Guildhall,  
12 Lower Fore Street,  
Saltash.  
PL12 6JX

[burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk)

01752 844846

**Payment:**

Steel Memorial Plaque: Stainless Steel Silver in colour:	£35.00
Installation	£15.00
<u>10 Year Lease of Town Council owned Eco-friendly Bench</u>	<u>£300.00</u>
<b>Total to pay:</b>	<b>£350.00</b>

An invoice will be sent to you once the details of your application are agreed. The Town Council accept payment by cheque, cash, card or BACS.

**BACS details:**

Name: Saltash Town Council  
Account No: 80318477  
Sort Code: 20-50-40

**Cheques:**

Please make payable to Saltash Town Council

**Cash:**

The Guildhall Office opening hours are Monday to Friday 9am to 1pm closed for lunch 1pm to 2pm, reopens 2pm to 5pm.

**Card:**

Payment can be made at the Guildhall or over the phone.