**Sponsorship of Memorial Benches**

Lowestoft Town Council offers a sponsorship service for a bench to be placed on Town Council owned land to display a commemorative plaque. Further details of parks and open spaces in the Town Council’s ownership can be found at [www.lowestofttowncouncil.gov.uk](http://www.lowestofttowncouncil.gov.uk). The Town Council will limit the number of benches to be placed in its land so they shall not detract from the prime purpose of the open spaces.

Memorial benches (also referred to as commemorative benches) are beneficial to the town and can be provided by individuals, groups, organisations or the council itself.

Memorial benches are provided to be used for the public to sit upon, therefore, they should not have any memorial items placed upon them apart from the plaque. Any memorial item may be removed by the council and disposed of in an environmentally sensitive way. Aside from its own provision of regular benches, the council itself may wish to provide memorial benches which may be specially commissioned to commemorate an event, individual or organisation following its own internal processes.

• An application will need to be made to the council which will go before committee for approval.

• The benches should be selected from a range approved by the council for the specific site unless council agrees an exception.

• Benches may have a small plaque attached to commemorate the individual or event for which the bench has been presented and council reserves the right to refuse if it feels that wording is inappropriate.

* The commemorative plaques usually measure 150 mm x 40 mm (approx. 6” x 1.5”). This space allows for approximately four lines with 22 letters, to include spaces, on each line. The plaque will generally be fitted on the centre of the upper most lath of the back of the bench.
* The exact location in which the bench will be placed is determined by the council, dependant on

need and availability. Whilst the council will try to locate a bench at a requested site, due to the popularity of some locations, this cannot be guaranteed.

* The bench will remain in location whilst it is in usable condition. If it is damaged due to vandalism

or accident and can be replaced via insurance then the council will aim to do so however no guarantees can be provided. When the bench reaches its end of life then it will be disposed of by the council and it will be up to the original provider(s) whether they wish to replace it. The council accepts no liability for the plaque or the bench at the end of its useful life.

* At the end of the bench’s serviceable life, the council will endeavour to contact the sponsor to

ascertain if they would like to sponsor a replacement bench or have the plaque returned to them. It is therefore essential that the council is in possession of current contact details.

* Under no circumstances will the installation of a bench for a third party by permitted. If it is

found that a bench has been installed by anyone other than the council the bench will be removed without notice and without guarantee of safe return.

**Memorial Bench Sponsorship Form**

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| **Full Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Proposed Location: (please be as specific as possible** - **this can either be a postcode, Lat/Long co-ordinate, GPS co-ordinate, Google Maps Plus Code or What3Words code)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**The plaque measures 150mm x 40mm**

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| **Insert proposed wording below:** | | | | | | | | | | | | | | | | | | | | | |
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**We will provide you with the cost for an individual plaque, a plaque and a new bench, and a new base, bench and plaque upon request.**

**All fees include a contribution to the cost of installation and maintenance of the bench. Once your application is approved, you will be invoiced for payment.**

**By submitting this application form you acknowledge and agree with all the points set above.**

**Lowestoft Town Council is unable to accept responsibility for damage caused by vandalism.** If the bench is damaged due to vandalism or accident and can be replaced via insurance then the council will aim to do so, however, no guarantees can be provided. When the bench reaches its end of life, it will be disposed of by the council and it will be for the original provider to decide whether they wish to replace it. The fees outlined above will again apply.

**Please contact Lowestoft Town Council on 0330 053 6019 or email admin@lowestofttowncouncil.gov.uk if you have any queries or concerns.**