

Dedication Bench Application

Completed forms will only be accepted by email to cemetery.services@westsuffolk.gov.uk or by post to: Cemeteries Service, West Suffolk House, Western Way Bury St Edmunds, IP33 3YU

Once your application has been received, we will consider your request. If your application is successful, we will contact you regarding payment and ordering dates.

Full name			
Address			
Postcode		Telephone number	
Email address			

Preferred location of bench:

Bury St Edmunds Cemetery	
Haverhill Cemetery	

We will seek a suitable location nearest to the grave of the deceased, subject to availability.

The plaque measuring 150 x 75mm will comfortably accommodate 80 letters including spaces over a maximum of 4 lines. A draft copy will be sent to you for approval before work commences on the plaque. The plaque will be aluminium with engraved black writing.

Please print clearly below the inscription required.

Line 1	
Line 2	
Line 3	
Line 4	

I agree to the following terms and conditions of leasing a dedicated memorial bench:

1. All dedicated benches will be supplied by the council and remain in the council's ownership. The benches will be maintained to an appropriate standard by the authority as determined by the council. Applying varnish, wood stain, creosote or any other wood products to the bench is prohibited; in this circumstance the bench will be removed from the maintenance programme and further periods of dedication will not be offered.

2. The dedication plaque is restricted to two persons per plaque and will be sourced by the authority to the specification outlined in the dedication Policy.
3. The dedication is restricted to one plaque alone and no other features, materials, planting, or decoration should be added to the bench or surrounding area. Any additions of this nature will be removed by the council.
4. The wording of plaques must be approved by the council and must conform to the specification in the dedication policy.
5. A choice of bench positions will be offered if available. Specifically requested locations cannot be guaranteed. Once in position the bench should not be moved from this location without prior written permission from the council.
6. Although the location of a bench would normally be permanent the bench may need to be moved for operational reasons. Should this happen, the bench would be returned to its permanent location as soon as possible. For this reason, benches will not be anchored to hard standing.
7. All visitors to the site shall have the right to sit on a dedicated bench.
8. The council accepts no responsibility for replacing or repairing any plaques which are stolen or vandalised. The council reserves the right to remove any damaged plaques which it deems to be a hazard. The donator will be informed of any such occurrences and given to opportunity to rectify the situation.
9. The dedication is restricted to a 10-year period in the first instance starting from the date of installation with the option to extend the period for a further 5 years thereafter subject to the receipt of the appropriate fee and the bench's condition at that time.
10. Any defects or damage to the bench should be reported to the Parks and Cemeteries team on 01284 757635 immediately.
11. The memorial bench may periodically be removed from its location to be maintained. We will not contact you to let you know this is happening but will endeavour to place a small notice at the location, so you are aware if you visit the gardens.

I have read and understood the regulations that apply to all the sites managed by [West Suffolk Council](#)

Signature	
Date	

West Suffolk Council will capture and store information in this form so that the requested service can be provided. All personal information will be processed, protected, and disposed of in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 and will only be used to deliver or improve our services. We will not disclose any personal information to any other third parties unless required to do so by law or we have your consent to do so. For more information on how we do this and your rights in regard to your personal information and how to access it, visit our

website: [How we use your information](#)

For office use only	
Expiry date	