



## **Bench and other Memorial Rules and Regulations**

*Reviewed March 2017*

### **1. Benches**

- 1.1 That the patterns should conform to the suggestions given by the Works Manager.
- 1.2 A plaque size should be no larger than 12cm x 8cm, it must be made of brass (or suitably agreed equivalent material) and the dedication must be accepted by Tavistock Town Council prior to installation. The plaque must be sourced by the applicant however advice can be sought from the Works Manager.
- 1.3 The cost of the bench and installation is £850 plus VAT.
- 1.4 All Bench requests must be made formally by completing the Memorial Application Form.
- 1.5 Once the completed application form has been received by Tavistock Town Council, it will be passed to the Works Manager to consider the application and location of the bench request.
- 1.6 Benches can only be sourced and installed by Tavistock Town Council.
- 1.7 A period of up to four weeks will be allocated for your application to be considered and for the Works Manager to respond to your request.
- 1.8 Should the application be successful the applicant will be required to sign an agreement whereby they confirm to comply with the terms and conditions set by Tavistock Town Council. Full payment is required at the time of submitting the agreement.
- 1.9 The dedication detailed on the Application Form cannot be amended once submitted unless formal agreement has been reached with the Works Manager and permission is granted.
- 1.10 The bench will be maintained on request by Tavistock Town Council for a maximum period of 10 years, unless it becomes un-repairable during that time.



- 1.11 For those benches that are required to be a memorial to the deceased, no tributes (including floral arrangements) are to be placed that may interfere with their use by the community or change the appearance of the bench installed.
- 1.12 These rules apply to those benches placed by TTC on behalf of the applicant.
- 1.13 The Council Officers have the authority to make decisions regarding the approval of location, and style of the bench (within parameters stated above) without having to refer to Full Council.
- 1.14 The bench or memorial will be installed within a three-month period of your application being approved.

## **2. Memorials**

Should other memorials be suggested or requested:

- 2.1 Any plaque on the memorial must follow the same parameters as those for benches.
- 2.2 The memorial dimensions, type colour and nature along with the specific location of the proposed memorial together with photographs of the proposed location and the proposed memorial are to be provided for Full Council approval.
- 2.3 If damage to or destruction of such memorials occurs, TTC will in no way be responsible for the replacement or repair of such memorials.
- 2.4 TTC must install every memorial and the costs of installation will be sought from the applicant.
- 2.5 Memorials may require permissions to be sought from other Councils or agencies e.g. planning consent, listed planning consent and all costs and work to obtain such permissions must be the responsibility of the applicant.
- 2.6 TTC reserves the right to modify or remove any memorial if this is deemed necessary by either Full Council or TTC Officer e.g. if it becomes unsafe or for any reasonable cause without any compensation to the applicant.

## **3. General**

- 3.1 All applicants are to sign an agreement to be bound by the rules laid down by TTC.



## 4. Definitions

### 4.1 Un-repairable

Un-repairable is to mean that in the opinion of the Works Manager, or other competent staff, the costs of repair is uneconomic.

Or

If, in the opinion of any competent Council Employee, the safety of anyone is at risk, it may at once be deemed un-repairable and removed.

### 4.2 TTC Officer

The Town Clerk or in his absence his deputy The General Manager, or in his absence his deputy The Works Manager

### 4.3 TTC

Tavistock Town Council