



## Memorial Bench Application Form

If you would like to dedicate a bench to commemorate a special occasion please complete this Application Form and return to the Works Manager for consideration.

Please be advised there are two designs of bench available, a simple bench design and a formal bench design. No other design is permitted except with the permission of Tavistock Town Council. A brass (or suitably agreed equivalent material) plaque (size to be agreed) must be supplied by the Applicant and the wording must be accepted by the Council.

The bench will be maintained by Tavistock Town Council for a maximum period of 10 years. After 10 years the memorial seat agreement may be extended. The Council reserves the right to charge for an extension should this be necessary.

As from 1<sup>st</sup> April 2024 the cost of a bench is £832 including VAT.

<b>Name and Address of Applicant:</b>	
<b>Telephone Number:</b>	<b>Email Address:</b>
<b>Location Information:</b> <i>Please provide three bench location preferences. Please be as descriptive as possible and include a photo and What3Words location. Please note - new bench installations on Whitchurch Down are <b>not</b> permitted.</i>	
<b>Preference 1:</b>	
<b>Preference 2:</b>	
<b>Preference 3:</b>	
<b>Details of Dedication (to go on the plaque):</b> <i>Please print clearly and use BLOCK CAPITALS</i>	

Signature of Applicant:

Date:



# Tavistock Town Council

Tavistock Town Council -Working for the local community

Works Manager  
Town Council Offices  
Drake Road  
Tavistock  
PL19 0AU  
Tel: 01822 616134

**Please return the completed application form either by post to;**

**The Works Manager, Tavistock Council Offices, Drake Road, Tavistock PL19 0AU or email: [worksdepot@tavistock.gov.uk](mailto:worksdepot@tavistock.gov.uk)**

Once your completed Application Form has been received by Tavistock Town Council, it will be passed to the Works Manager to consider the application and location(s) of the request.

Please allow up to four weeks for this process to be completed and for the Works Manager to respond to your request.

Applications can be submitted at any time but please be aware that the siting of new benches, or refurbishment of existing benches, will only take place during the Autumn/Winter period.

Unfortunately, we are unable to grant all requests as there are only a limited number of locations available each year.

Should your application be successful you will be required to sign an agreement stating you agree to the terms and conditions set by Tavistock Town Council. Please note the dedication detailed on this form cannot be amended once submitted unless formal agreement has been reached with the Works Manager.

Full payment is required with the submission of the signed Agreement.

If the Agreement and payment is not received by Tavistock Town Council within 3 months of the formal response date then the application will be cancelled and a new application will have to be made.

Thank you

Works Manager  
Tavistock Town Council



Simple Bench Example



Formal Bench Example