



Please note: If no and the preferred location is not acceptable the request will be rejected.

<b>Cast End Colour Request</b>	
<b>Plaque Wording</b> <i>Please refer to the Policy Document</i>	

**Plaque Material**      Bronze                       Aluminium                       Stainless Steel   
Please note, for legal reasons we do not permit the burying or scattering of ashes at the bench location.

#### Declaration

<b>Signed</b>	<b>Date</b>
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By signing this declaration, you are agreeing that you have read and understood the Town Council's Memorial Bench Policy and agree for your details to be held in relation to this application. Witney Town Council is committed to ensuring the security and protection of the personal information that it processes, and to provide a compliant and consistent approach to data protection. The Town Council's Privacy Statement can be found here: [www.witney-tc.gov.uk/privacy-policy/](http://www.witney-tc.gov.uk/privacy-policy/)

#### Application Process

Following receipt of a completed application form, your request will be reviewed by a Witney Town Council Officer and acknowledged within 28 days. A decision may sometimes take longer but we will acknowledge receipt of your application and advise on appropriate timescales.

#### Charges

If your application is successful, the Town Council will advise of you of any associated charges for the bench request/donation depending on the details of your request. The approximate cost for the purchase and installation of an Eastgate bench, without any additions is £750.00 (inc. VAT).

#### Please return this form to:

Facilities  
Witney Town Council  
51B Market Square  
Witney OX28 6AG

Email: [facilities@witney-tc.gov.uk](mailto:facilities@witney-tc.gov.uk)

**Office Use Only:**

Asset Number:

Location:

Installation Date:

Cost:

Paid: