

Witney Town Council

Memorial Bench Application Form



Witney Town Council recognises that residents may want to purchase a memorial bench to honour a loved one in an area of Witney which was special to them. Memorial bench requests are welcomed, and the Council will accommodate them where it is possible to do so.

This application form is to be used to apply for a memorial bench on land owned by Witney Town Council but not for the Tower Hill or Windrush Cemetery's. The application form covers memorial bench requests as well as requests made for any other reason. For further information please read Witney Town Council's Memorial Bench Policy.

Personal Details

Name	
Address	
Email Address	
Telephone Number	

Request Details

Reason for Request <i>This could be on behalf of a group, to be in memory of someone, fundraising, occasion etc.*</i>	
Preferred Location and reason <i>Please state an area such as Ley's Recreation Ground, West Witney Sports Ground, Burwell QE2 Field, King George's Field, Eton Close, Woodgreen rather than a specific location*</i>	

*Detailing the reason could help officers to find another suitable location's if the location is not Witney Town Council land or appropriate.

Would you accept an alternative location? Yes ☐ No ☐

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

Cast End Colour Request	
Plaque Wording <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

Signed	Date
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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/

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 £800.00 (inc. VAT).

Please return this form to:

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

Email: facilities@witney-tc.gov.uk

Office Use Only:	
Asset Number:	Location:
	Installation Date:
Cost:	Paid: