

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:

Witney Town Council
51B Market Square
Witney OX28 6AG

Email: Communities@witney-tc.gov.uk

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