

Commemorative Bench Scheme

The purpose of the Memorial Bench scheme is to provide the people of Walsall with a way to pay tribute to a person, group or event by sponsoring and dedicating a bench for installation in a public space.

Walsall Council will fully support the sponsor throughout the process.

How much does it cost?

The base cost of installing a bench is £1545.00, this includes the following:

- Bench provision
- Memorial Plaque
- Ground preparation and installation
- Aftercare - The council will take full ownership and maintenance responsibilities for the bench in line with council policy.

How are arrangements made between sponsor and the council?

1. The application below should be detached, completed, signed and sent to the council requesting a commemorative bench.
2. Include a cheque for the total amount made payable to Walsall Council and include your name and address and 'commemorative bench scheme' on the rear of the cheque. Alternatively we can arrange to take an electronic debit card payment from you
3. Our officer will contact you to discuss the application process, desired and alternative locations, payments and installation timescales.

Terms and Conditions

1. Whilst the Walsall Council will try and accommodate the preference for the location, it reserves the right to refuse an application if it is not permitted on the site, or there is no need for additional benches on site.
2. Walsall Council will not be held responsible for the replacement of damaged, missing or vandalised benches.
3. Walsall Council has no commitment to accept any application for a donated memorial bench.
4. Applications for memorial benches will be processed all year round. Some applicants may want to be present when the bench is installed, this can be arranged at no extra cost during normal working hours. Prior notification will be necessary to allow adequate planning.
5. Placing of flowers and keepsakes are allowed at memorial benches on important dates for the family such as birthdays, or date of passing. These need to be identified within the application. Items should be biodegradable. Please note any item deemed non-biodegradable may be removed after 1 month.

Commemorative Bench Sponsorship Application Form

Your contact details and information

Mr / Ms / Miss / Mrs / Dr	
First name	
Second name	
Address	
Post code	
Contact telephone number	
Mobile Number	
Email Address	
Park and preferred location of bench (Exact location subject to agreement with Walsall Council)	
Any key dates when items may be placed for remembrance (e.g. birthdays / date of passing)	

Please insert any wording you wish to be engraved on the plaque:

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Help: Please state clearly and in CAPITAL letters the inscription required. No more than fifty (50) characters per line. Maximum of two lines. Please note - punctuation is counted as one character, spaces are not.

Please delete as appropriate:

I enclose a cheque for the full amount / I would like to pay by debit card

Signing the application form will indicate agreement to Terms and Conditions on the previous page

Signed..... Print Name.....

Date.....

Please return completed application form to:

Walsall Healthy Spaces Team
200 Pelsall Road, Brownhills
Walsall
WS8 7EN
Tel No: 01922 650465
E-mail : healthyspaces@walsall.gov.uk