

Enquiries to:  
Saeeda Motala

Direct Dial: 024 7637 6357

Email: cemetery.office@nuneatonandbedworth.gov.uk

Dear Sir/Madam

**Re: Memorial Benches at Oaston Road, Attleborough, Coventry Road and Marston Lane Cemeteries**

I enclose an application form for a memorial bench.

We have touching memorial benches scattered across our cemeteries featuring inscriptions of loved ones. Dedicating a bench is a suitable choice for those who wish to spend time at the cemetery. The bench we offer can complement and enhance the area that it is fitted. We currently offer the Brompton 1800 Iroko bench. This is treated in a dark oak stain with additional fixings and installation included into the cost of £839.00



The Borough Council will endeavour to accommodate wishes regarding the position of the bench; this is dependent on there being room and that it is considered as a suitable position.

We recommend that you visit our cemeteries to look for suitable locations that will work for you.

Please complete the application form overleaf and return it with appropriate payment.

By signing our application you agree to all our terms and conditions. Please read these carefully and complete the inscription section.

Purchasers are responsible for maintaining the bench and the Borough Council will not be responsible for any vandalism or damage that may happen to the bench.

These benches are made to last as long as appropriate yearly maintenance is carried out on them against harsh weather conditions. Benches that are considered past their practical life will be removed and destroyed so please make sure that you inform this office of any change of address so that records can be updated and you can be notified

Please do not hesitate to contact me if you have any queries.

Send completed application forms with payment to:

Cemetery Office  
NBBC Town Hall  
Coton Road  
Nuneaton  
Warwickshire  
CV11 5AA

Yours faithfully

Saeeda Motala  
Cemetery Officer  
(Mon to Fri 9.00 am to 12 noon)

## Application for *Memorial Bench and Plaque*

Please complete this application form if you would like to order a memorial bench and plaque.

<b>Memorial</b>	You are agreeing to purchase the  <b>Brompton 1800 Iroko bench with fixings in a dark oak stain</b>
<b>Purchaser Name</b>	
<b>Purchaser Address</b>	
<b>Telephone Number</b>	
<b>Email address (required for proofs)</b>	
<b>Name of Deceased(s)</b>	
<b>In Memory of Who died on</b>	
<b>Cemetery Location Grave / Scatter reference if known</b>	

You may send a cheque with the attached application; all cheques are payable to NBBC. Alternatively you can call the Contact Centre on 02476 376376 and quote code **MEMPLAQ** with payment. **Please obtain a payment receipt number once payment is taken**

**Payment reference (card payments)** \_\_\_\_\_

### **Memorial Bench Terms and Conditions**

1. The bench purchased is the Brompton 1800 Iroko Bench
2. The bench is the property and responsibility of the purchaser which is provided by the cemeteries office to be placed in council owned cemeteries.
3. The Council cannot guarantee a location close to the grave when positioning the bench, but will look to accommodate at the closest suitable position.
4. The bench position will be allocated and placed as agreed however will be subject to memorial inspection by the Council to be declared sound. If a bench is deemed as unsafe the council reserve the right to remove the bench. If a seat has fallen below an accepted standard (cosmetic/structural) to that of its surroundings, we will offer the owner an eight week timeframe to inform on their intention to carry out any required maintenance. Failure to restore the bench will result in its removal.
5. It is the responsibility of the purchaser to maintain and repair the seat. The purchaser is advised to have the seat insured for theft or damage as the Council does not cover this. The Council are not responsible for theft of or damage to the seat unless caused by the negligence of its staff.
6. All bench removals from cemeteries to carry out maintenance must be provided in writing to the council and date of installation provided to allow the council to carry out a memorial inspection.
7. All seats must be stained not painted.
8. The purchaser should keep the Council informed of any change of address so that they can be contacted
9. Purchasers are advised not to fix vases, photographs or other items to the seat as this may invalidate the manufacturers guarantee. Items and fixings that may project and cause injury or damage to clothing of people sitting there are not accepted.
10. We wish to point out that all seats in the Cemetery grounds are there to be enjoyed and used by all our visitors. Memorabilia must not be attached or placed around the seat
11. The council will ensure the seat will be securely fixed to the ground to prevent movement on initial installation within the agreed purchase cost. The purchaser is instructed to check the bench installation carried out within a two week time frame after installation
12. Any subsequent removal and installation costs required for maintenance in later years will be the responsibility of the purchaser. An installation fee will be payable should the council be required to reinstall or secure the bench after removal and levied against the purchaser if re-installation of bench is not satisfactory.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Application for

***Memorial Bench and Plaque at***  
..... ***Cemetery***

Name of Purchaser: \_\_\_\_\_

In Memory Of: \_\_\_\_\_

Application Date: \_\_\_\_\_

Our memorial bench can be provided in following plaque options

Surface Mounted Plaque

Flush Fitted Plaque



