 **Memorial Bench application form**

 Please return to: cemeteries@newport.gov.uk

**Applicant details**

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| --- | --- |
| Full name of applicant: |  |
| Address and postcode: |  |
| Contact telephone number: |  |
| Email address: |  |

**Memorial details**

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| --- | --- |
| Name and date of the deceased: |  |
| Grave location if applicable – please include the cemetery, section and grave number where known: |  |
| Preferred location of grave:*Please note that the location requested is not guaranteed* |  |
| Cost of bench including plinth has been paid in full: | Yes: [ ]  no: [ ]  |

**Terms and conditions**

**This agreement and purchase between:**

1. **Newport City Council** Civic Centre, Newport, South Wales, NP20 4UR (“the Council”) of the one part and
2. ……………………………………………………………………………… (full name of applicant “the licensee”) of the other part

It is agreed and understood that the Council owns certain cemeteries within the city of Newport - St Woolos, Christchurch, Caerleon and Llanmartin - and it has statutory powers to enable it to manage the cemeteries for the benefit of the inhabitants.

The Council has agreed a policy of permitting memorial benches to be placed in suitable locations (at its discretion) in its cemeteries and has agreed terms and conditions for this purpose to ensure the proper management and safety of its cemeteries. Not all applications will be granted, based on a number of factors including but not limited to available space, suitability of location, current adjacent or nearby benches in situ, proximity to other memorials / graves / allocated grave plots, management discretion.

The applicant has applied to the Council for permission to place a bench in one of the cemeteries and if the application is successful and authorised, the Council will give such permission providing that the terms and conditions stated are understood and agreed.

The Council shall permit the applicant to have the bench placed and fitted (provided and purchased by the Council) in one of its cemeteries.

The applicant shall pay the Council prior to placing the bench at the site the full amount requested (as per the fees displayed on the Newport City Council website <http://www.newport.gov.uk/en/Care-Support/Cemeteries.aspx>) which is an amount inclusive of VAT and includes the cost and fitting of a base plinth and represents the licence fee for allowing the bench to remain at the site (Newport cemetery location) for a term of ten years unless terminated earlier by the Council in accordance with the provisions set out below:

* Applicant acknowledges and agrees that the Council may revoke this permission at its absolute discretion at any time and in particular shall reserve its right to revoke the permission in the event that the applicant breaches any of the terms of this agreement
* Applicant agrees to maintain the bench in a safe clean and reasonable state of repair. No alterations are permitted to be carried out to the bench. It is permitted to have a memorial plaque fitted to the bench, this must not contain any language that could be deemed to be inflammatory, libellous, offensive or derogatory
* The bench shall remain the property of the Council. The applicant shall remain responsible for its maintenance and repair at all times while the bench remains at the site
* The applicant is / shall be solely responsible for any accidents or claims arising as a result of the bench being situated at the site and shall indemnify the Council against any claims or losses arising as a result of this permission except in so far as any claim arises out of negligence on the part of the Council or its employees
* The land upon which the bench is placed remains the property of the Council at all times (unless needed in part or wholly used for grave plots, property resale) and no rights are granted to the applicant other than the permission to have the bench at the site until such time as this permission ends or is revoked by the Council
* This permission shall last for the period of ten years from the date agreed unless the Council revokes it
* Benches are not to be relocated or removed by applicants at any time, under any circumstances

**I, the applicant (full name and signature below) agree to adhere to the terms and conditions above, the policy and guidance from Newport City Council:**

……………………………………………………………………………………………………………………………………………………….

**Completed forms to be returned to:** **cemeteries@newport.gov.uk** **your application will be acknowledged within seven working days. Please ensure all parts and details of this form are completed to ensure we can contact you regarding your application. We experience a high volume of applications, and applications are not authorised until payment has been received.**

**For office use:**

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| Acknowledged receipt date and name of cemetery staff: |  |
| Installation date and organisation: |  |
| Council cemetery staff authorisation: |  |
| Payment received, application complete and terms and conditions signed |  |