

## Memorial Bench Donation

### Application for Memorial Bench Donation

Bench Location	
Dedicated to	
Donated by	
Contact name and address	
Telephone/mobile	
E-mail	
Content for the plaque	
Additional Contact name and address	
Additional Telephone/mobile	
Additional E-mail	

I understand that the bench and plaque will be managed in line with the Council's Memorial Bench Donation Policy, (9<sup>th</sup> February 2023), which I have read and understand its conditions.

I understand that the bench and plaque will be installed with the wording chosen above and I will make a donation payment to Derbyshire Dales District Council as per the current fee structure.

The bench remains the property of Derbyshire Dales District Council who will monitor its condition and will not accept any non-standard benches. Donors will not be allowed to carry out any customisations or repairs.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

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

Please return the completed form to:

Ros Hession, Neighbourhoods Liaison Officer, Derbyshire Dales District Council, Town Hall, Matlock, DE4 3NN, email: [ros.hession@derbyshiredales.gov.uk](mailto:ros.hession@derbyshiredales.gov.uk), tel: 01629 761302

*The personal information that you provide to us (Derbyshire Dales District Council) will be used for the administration of your memorial bench. We will only pass your personal details to other Council departments if they need to respond to you in person. Further information on how we process your personal information and your rights as a data subject, can be found at [www.derbyshiredales.gov.uk](http://www.derbyshiredales.gov.uk)*

**Office use:**

Amount paid	
Date of payment & reference	
Plaque order details	
Bench order details	
Plaque received	
Bench received	
Installation request issued	
Installation complete	
Donator notified	
Review date noted	
Any other notes	