



BOLTON LE SANDS PARISH COUNCIL

MEMORIAL BENCH POLICY - OPEN SPACES

Below refers to memorial benches placed on any part of the Parish Council owned land.

MEMORIAL BENCH POLICY:-

1. The number and position of benches shall be determined by the Council.
2. Each bench shall be put in place for the lifetime of the bench, after which time it shall be removed entirely, or replaced, by agreement with the Council. If the owner cannot be traced the Council reserves the right to remove it.
3. The area of Council land on which a bench is to be sited along with its exact position shall be determined by the Council and the position of each bench shall be recorded on a plan held by the Council.
4. A fee will be charged for the purchase and fixing of a bench of a type decided by the Council. The work will be carried out by the Lengthsman who will then invoice the applicant directly. Each bench shall be fixed securely in accordance with safety recommendations in force at the time. A small plaque with an inscription may be attached.
5. The Parish Council cannot be held responsible for the theft of a bench or any damage done to a bench. Insurance of the bench shall be of the owner(s) choice and responsibility.
6. The Parish Council reserves the right to remove a damaged bench, at any time, without notice, in the interest of public safety. Every effort will be made to contact the owner(s) of a damaged bench.
7. The repair of damaged benches shall be the responsibility of the applicant and the Council will not accept responsibility for any injury or damage caused by damaged benches.
8. All applications to place a bench must be made on the official form and formally approved by the Council.

Policy agreed - Date - 02 March 2026 - Minute No 350/26 - To be reviewed annually.

**BOLTON LE SANDS PARISH COUNCIL
APPLICATION FORM**

Applicant(s)

Address.....

.....Post Code.....

Telephone No.....

Email.....

Addition of a plaque -description YES/NO

Intended Inscription.....

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I/We agree to accept the conditions as set out in the Bolton le Sands Parish Council
Memorial Bench Policy.

Signature of Applicant(s)

.....Date.....

Data Protection Personal data will only be retained for communication relating to this
agreement and will be safely stored. It will not be disclosed to a third party.

COMPLETED APPLICATION TO BE RETURNED TO:- clerk@boltonlesandsparish.gov.uk

For Parish Council use: -

Bench numberBench type

Area of the Bench to be positioned

Fee paid..... Date bench situated.....

Agreement made on behalf of Bolton le Sands Parish Council Parish.

Clerk.....Date.....