



Ross-on-Wye
Town Council

Memorial Bench Application Form

BENCH Please tick your choice

NEW BENCH WITH SINGLE METAL PLAQUE

State Location.....

METAL PLAQUE ON EXISTING BENCH

State Location.....

Please note a maximum of three plaques are permitted on each bench (Please note no space is currently available on Long Acre)

PLAQUE Please write exactly what you would like inscribed on the bench (you will receive a proof to check before it is made)

Name
.....

Commemorative Dates:
.....

Inscription:
.....
.....

An invoice will be raised if application is successful. See page 3 for fees payable.

Name.....

Address.....

Post Code **Telephone**

Email

Signature

I agree to the terms and conditions stated in the Memorial Bench Policy

Please complete and return pages 1 and 2 to the Town Council office. Town Hall,
Cantilupe Road, Ross-on-Wye, HR9 7AN
Email: admin@rosstc-herefordshire.gov.uk

Privacy Notice for Memorial Bench Applicants

Your details are held by Ross-on-Wye Town Council (the data controller) in accordance with the Data Protection Act to enable the administration of the application.

The legal basis for processing this data is to enable the Council to process the contract. If you include any personal details on this application on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, is Town Hall, Cantilupe Road, Ross-on-Wye, HR9 7AN

We will keep your data for six years plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.rosstc-herefordshire.gov.uk/>

Data Protection: Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time by contacting us directly.

- We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.
- We may use your name and photo in our newsletters, or on our website, or social media

KEEPING IN TOUCH

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by social media
- Yes please, I would like to receive communications by post.
- No, I would not like to receive any further communications other than for the purposes of this application

Please return completed form to the Ross-on-Wye Town Council,
Town Hall, Cantilupe Road, Ross-on-Wye, HR9 7AN
Phone: 01989 562373 email: admin@rosstc-herefordshire.gov.uk

Prices for a new cast iron/wood bench with single metal plaque

Bench includes one metal plaque with inscription of no more than five lines, with no more the thirty-six characters per lineQuote per application
(Please request a price)

Siting Fee, including fixings.....£650
(Construction of concrete base, levelling and securing bench)

Admin Fee.....10% of total cost

Total Payable..... To be confirmed

Price for a Metal Plaque on an existing bench

Bench Contribution and Metal Plaque with inscription £150.00

5 year bench maintenance fee..... £250.00

Total £400.00



Cast Iron Bench with wooden slats

Dimensions: 180cm x 60.5cm x 84cm

Revised by Amenities Sub-Committee, April 2026



Ross-on-Wye Town Council

Memorial Bench Policy

INTRODUCTION

The Rope Walk, Caroline Symonds Gardens, Blake Memorial Gardens, Long Acre, Tudorville Cemetery, Crossfields and Deanhill Park enjoy some beautiful aspects and Ross-on-Wye Town Council recognises the benefit and amenity provided by memorial benches.

The Council would like to help families commemorate their loved ones and create a pleasant environment for all visitors by providing the opportunity for people to donate a bench.

These guidelines have been drawn up to ensure the benches serve the needs of all users.

BENCH REGULATIONS

1. Ross-on-Wye Town Council will supply approved benches funded by individuals or groups as donations for community use, and will arrange installation of all benches.
2. Ross-on-Wye Town Council reserves the right to decide the type of memorial bench and reserves the right to refuse or remove any bench deemed inappropriate or unsafe for use.
3. Permission must be sought and approval granted in writing for all benches. Applications must be made in writing to the Town Council on the appropriate form. An invoice will be raised if the application is successful. The bench order will be placed once payment has cleared.
4. Town Cemetery memorial benches will be positioned for the benefit and convenience of all cemetery users. Please note that cemetery benches will not be placed next to graves.
5. Bench sites administered by Ross-on-Wye Town Council will be situated in suitable locations as designated and approved by the Town Council.
6. Only one donated bench at a time will be permitted at each location.
7. The Council shall undertake maintenance of the bench for a period of five years. The location and condition of the bench will be reviewed at the end of this five-year period and the bench will remain in situ whilst it remains in good condition. The Council reserves the right to remove the bench at the end of this period, or anytime if deemed necessary.

8. The Council accepts no liability for damage to any memorial benches from vandals, third parties or whilst the Council carries out routine maintenance.
9. The Council will not grant applications for memorial benches to pets.
10. Benches may have an engraved metal plaque attached to commemorate loved ones. No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.
11. It is the responsibility of the bench applicant to inform the Council of any changes of address.

PLAQUE REGULATIONS

1. Memorial plaque applications must be made in writing including the proposed inscription and location of plaque for approval prior to installation.
2. Inscriptions will be limited to the Name of the person, their year of birth and death (if appropriate) and a short inscription with no more than 5 lines of engraving, with no more than 36 characters in any line.
3. Plaques will be made of metal and measure 63mm x 152mm.
4. Plaques will be installed by Town Council staff.
5. A maximum of three memorial plaques may be attached to each bench.