



Shere Parish Council

Memorial Bench Location Application Form

Memorial benches are a wonderful way to commemorate a loved one. Where possible Shere Parish Council accommodates all requests for a suitable location, on land owned or leased by the council. Please complete the application below.

Applicant's Contact Details

Name of Applicant	
Address	
Email	
Telephone	

Name of Person to be commemorated	
Exact inscription	
Plaque or Engraving* delete as appropriate	
Preferred location for bench¹ (if possible, please provide a photograph of location)	

Please read the terms and conditions below and by signing the application you are accepting these terms

- Bench must be made of hardwood and in keeping with other benches in the vicinity
- Design, size and inscription must be agreed by Shere Parish Council before ordering – please include example photograph and company details
- Correct fixing kit must be provided to secure bench to the ground
- Please note that a bench lasts for approximately 10 years. Small repairs can be undertaken by the parish council but for large repairs or replacement, the family will be asked if they would like to make repairs or replace. If they are unable to make repairs/replace or cannot be located, Shere Parish Council reserves the right to remove the bench and replace with a standard bench if needed or allow a new memorial bench to be installed by another family.

¹ Shere Parish Council endeavours to meet the request of the applicant regarding location of bench. If the preferred location is not possible an alternative location will be suggested.

Should the parish council need to contact relatives of the person to be commemorated, please could you provide two extra names and contact details for the parish council to contact. (These details will not be used in any other respect or passed on to any third parties)

Name of First Additional Contact	
Address	
Email	
Telephone	

Name of Second Additional Contact	
Address	
Email	
Telephone	

Signature of Applicant	Date

For Office Use	
Date Bench Installed	
Location of bench	