



Woodstock Town Council Council Cemeteries Memorial Bench Plaques Policy

1. Purpose

This policy sets out the terms and conditions under which members of the public may request to place memorial plaques on benches located in Green Lane Lawn Cemetery managed by the Council.

2. Eligibility and Location

- Members of the public may request the installation of a memorial plaque on designated benches within council-operated cemeteries.
- Where possible, the Council will give preference to accommodating requests for a plaque to be installed on a bench located near the grave of the loved one being commemorated. However, final placement is subject to bench availability and Council discretion.

3. Bench Capacity and Allocation

- Each memorial bench can accommodate a maximum of **11 plaques**.
- Allocation of plaques on benches will be on a **first-come, first-served basis**.
- Once a bench has reached full capacity, no further plaques will be accepted for that bench.

4. Plaque Specifications

- Plaques will be following size: **3 inches long x 2 inches wide**.
- The inscription may contain a maximum of **70 characters (including spaces and punctuation)**.
- All text will be inscribed using **Times New Roman font**.
- The Council reserves the right to approve the inscription content to ensure appropriateness and sensitivity.

5. Costs and Payment

- The cost for each plaque is **£100.00**.
- Payment must be made in full at the time of the application.

6. Installation and Maintenance

- All plaques will be ordered and installed by the Council.
- The Council retains responsibility for maintenance of the benches. Should a plaque become damaged or worn, the Council will contact the applicant where possible to discuss replacement options.

7. Duration

- The placement of plaques is considered permanent unless the bench requires replacement, refurbishment, or removal due to safety, structural integrity, or cemetery redevelopment. In such cases, the Council will make reasonable efforts to contact the applicant or their representative.

8. Application Process

- Applicants must complete the official Memorial Bench Plaque Application Form and submit it to the Town Clerk's Office, along with full payment and proposed inscription.

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Review Date:		Minute Number:	

- Applications will be processed in the order they are received.

9. General Conditions

- The Council reserves the right to amend or revise this policy at any time.
- Any removal or modification must be authorized by the Council.

Council Cemeteries Memorial Bench Plaque Application Form

Applicant Details

- Full Name: _____
- Address: _____
- Phone Number: _____
- Email Address: _____

Memorial Details

- Name of the Person to be Commemorated: _____
- Preferred Cemetery Location: _____
- Preferred Bench Location (if near grave, please specify grave location): _____
- Relationship to Deceased: _____

Plaque Inscription

(Maximum of 70 characters including spaces and punctuation. Text will be engraved in Times New Roman font.)

- Requested Inscription:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64
65	66	67	68	69	70										

Please write clearly and check spelling as mistakes cannot to be rectified. The Council reserves the right to approve inscription content.

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Agreement

- I have read and agree to the Council's Memorial Bench Plaques Policy.
- I understand that placement is subject to availability and is offered on a first-come, first-served basis.
- I understand that the Council retains ownership and maintenance responsibility of the benches and plaques.

Signature: _____ Date: _____

Payment Details

- **Plaque Fee:** £100.00
- Payment Method: ☐ Cash ☐ Cheque ☐ Card ☐ Bank Transfer
- Receipt No: _____

Office Use Only

- Application Received: _____
- Approved By: _____
- Bench Allocation: _____
- Plaque Ordered Date: _____
- Plaque Installed Date: _____

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