

REQUEST FOR A DEDICATED BENCH

A dedicated bench can make a fitting tribute or memorial to a loved one, or can be used to commemorate a special occasion such as a birth, birthday, wedding or anniversary. Or you may simply wish to acknowledge someone's love for, or connection with, a place within the Borough of Stockton.

Alternatively, you may choose to have a memorial plaque fitted to an existing bench or a communal dedication bench; up to four separate plaques may be attached to a communal bench.

Operating Principles:

1. The Council will facilitate the purchase and placement of all donated memorial benches in council owned parks, cemeteries and open spaces, subject to the requested site not already having sufficient number of benches, this will be determined by the site specific asset management plan.
2. Suitable locations within the site, where people are likely to make good use of the bench will be considered. These will be areas which lack any seating nearby or are at a likely stopping point, such as a particular view or rest point on a path. In addition, the location will be chosen to minimize future maintenance and vandalism – remote locations with poor access for maintenance and users unfortunately will not be considered.
3. The Council has approved and agreed to use particular styles of bench depending upon location. Bench designs and prices are shown in 'Appendix A'.
4. A dedicated bench is placed for all users of a park, cemetery or open space, and is not your property. Floral tributes or any other memorabilia are not permitted to be left on or at seat locations as they may compromise the enjoyment of the space for general recreational activities or quiet contemplation. Please be aware, therefore, that such items found will be removed and disposed of by the Council.
5. Purchase of a memorial bench will be for the expected life period of the bench only (approximately 20 years), after which time it may need to be removed. The cost will include the bench, plaque, inscription, installation and surfacing. As the benches should require minimal maintenance, there will be no additional charge for this.
6. Where there is no space for an additional new dedicated bench or we receive an application for a plaque on an existing bench or shared communal dedication bench this will be considered, on the provision that the bench is in good condition. Given that the bench has already been provided through public funds, a contribution towards the original purchase of the bench, together with the fee for the plaque and installation costs will be required. The funds raised will be used for the repair or provision of other public benches. The same conditions on life expectancy and maintenance apply to any existing benches as apply to new benches.

7. The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve the removal of graffiti and repairing minor faults within resources available.

A standard written letter of agreement will be sent by the Council to the customer to ensure all terms and conditions are clearly understood prior to purchase. The form will be returned to the Council with full payment in advance of the dedicated memorial bench or plaque being placed.

Before completing this application form, should you wish to receive any further advice or guidance please do not hesitate to contact 'Care For Your Area' on 01642 391959 or email careforyourarea@stockton.gov.uk

Once completed, please return your application form to:

Stockton-on-Tees Borough Council
Care For Your Area – Asset Management Team
Cowpen Depot
Cowpen Lane
Billingham
STOCKTON-ON-TEES
TS23 4DD

Or email it to: careforyourarea@stockton.gov.uk

APPLICATION FORM

Contact Details (please supply your contact details below)	
Your Full Name:	
Your Address:	
Telephone No:	
Mobile No: (optional)	
Email address: (optional)	
Please notify us of any subsequent changes to your contact details in order that we can update our records during the lease period.	

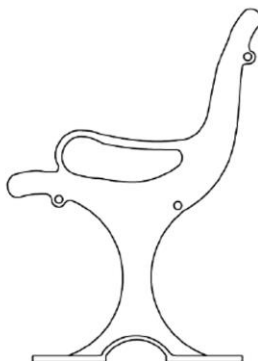
Approved designs and prices for benches in parks & open spaces, cemeteries and village greens

Urban Parks, Cemeteries and other Open Spaces

This is the choice of bench for most parks, cemeteries and open spaces across the Borough

UP1 Bench:

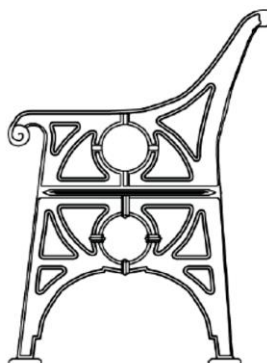
- Description: Contemporary bench with arms and eleven slats.
- Material: Cast iron seat ends with wooden or steel slats. Type of wood to be agreed, depending on project and location. Steel slats to be used in locations with high levels of vandalism.
- Size: approx. 840mm high x 605mm wide x 1800mm long
- Method of fixing: Bench to be surface fixed.
- Finish: Cast iron seat ends (and steel slats where used) to be finished in RAL colour approved for project. Timber slats to be preservative treated as appropriate for the location.
- For example: Blackburn Seat (ref: BX 2047-BP) as supplied by Broxap or equal.



Preston Park specific

PP1 Bench

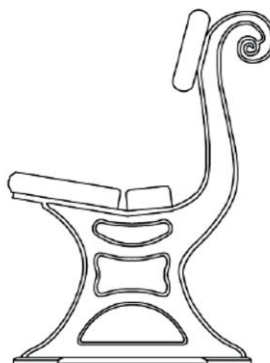
- Description: Seat with cast iron sides and arms and nine timber slats.
- Material: Cast iron and timber
- Size: 830mm high x 620mm wide x 1800mm long.
- Method of fixing: Bench to be surface fixed onto suitable concrete foundation.
- Finish: Seat ends (and steel slats where used) to be finished in RAL colour approved for project. Wood slats to be preservative treated as appropriate for the location.
- For example: Eastgate Bench (ref: BX 2040-BP) as supplied by Broxap or equal.



Ropner Park specific

RP1 Bench:

- Description: Cast iron armless seat with three slats and curled metal feature on back.
- Material: Cast iron and timber
- Size: 797mm high x 605mm wide x 2000mm long.
- Method of fixing: Bench to be surface fixed onto suitable concrete foundation.
- Finish: Seat ends (and steel slats where used) to be finished in RAL colour approved for project. Wood slats to be preservative treated as appropriate for the location.
- For example: Ripon Seat (ref: BX 2040-BP) as supplied by Broxap or equal.

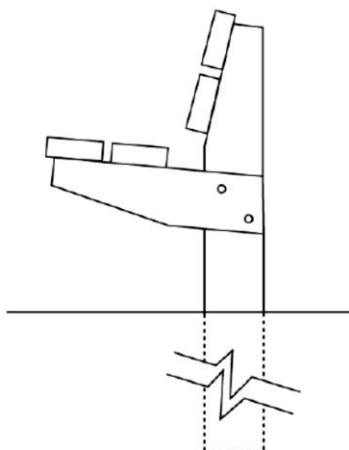


Country Parks and Nature Reserves

There are two choices of bench for most Country Parks or Nature Reserves.

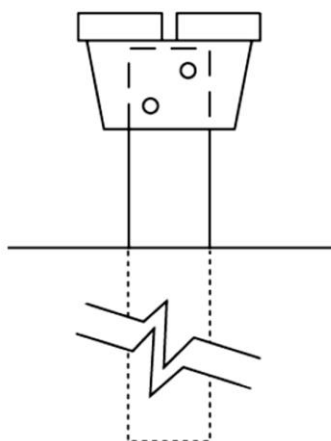
CP1 Bench:

- Description: Rustic 4 slat timber seat, see general indicative image.
- Material: Seasoned Timber – European oak or as approved for specific project.
- Size: approx. 770mm high x 580mm wide x 2000mm long
- Method of fixing: Bench to be root fixed.
- Finish: Timber to be preservative treated as appropriate for the location.
- For example: Rustic 4 Slat Seat (ref: BX 17 4055) as supplied by Broxap or equal.



CP2 Backless Bench:

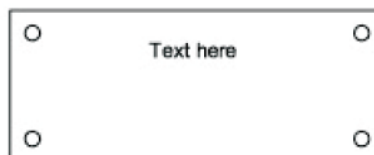
- Description: rustic 2 slat backless bench, see general indicative image.
- Material: Seasoned Timber – European oak or as approved for specific project.
- Size: approx. 450mm high x 325mm wide x 2000mm long
- Method of fixing: Bench to be root fixed.
- Finish: Timber to be preservative treated as appropriate for the location.
- For example: Rustic 2 Slat Bench (ref: BX17 4056) as supplied by Broxap or equal.



Dedication Plaques

GP2 Memorial or Commemorative Plaques for Benches

- Description: Weathered bronze memorial plaque to be mounted on slat on back of bench.
- Text style: Arial type face.
- Material: Weathered bronze.
- Indicative Size: 125mm x 50mm x 1.2mm, or as required to fit slats of bench.
- Method of fixing: Screw mounted to bench. Vandal proof screw to be used.



Fees & Charges				
New Dedicated Bench for Sole Dedication	Duration	Cost	VAT 20%	Total Cost
Benches UP1/PP1/RP1/CP1 & 2 + GP2 Plaque, Inscription, Installation and surfacing works	20 Year Lease	£1,500.00	£300.00	£1,800.00
Extension to lease, subject to condition of bench	10 Year Lease Extension	£458.33	£91.67	£550.00
Existing Communal/Shared Dedication Bench	Duration	Cost	VAT 20%	Total Cost
GP2 Plaque, Inscription, Fixing and contribution towards existing communal dedication bench (maximum of 4 plaques permitted) – Approval granted subject to condition of bench	20 Year Lease	£291.67	£58.33	£350.00
Extension to lease, subject to condition of bench	10 Year Lease Extension	£145.83	£29.17	£175.00
Existing Bench for Sole Dedication	Duration	Cost	VAT 20%	Total Cost
GP2 Plaque, Inscription, Fixing and contribution towards existing bench – Approval granted subject to condition of bench	20 Year Lease	£916.67	£183.33	£1,100.00
Extension to lease, subject to condition of bench	10 Year Lease Extension	£458.33	£91.67	£550.00