



## Bench Seat Policy

From time to time members of the public will ask Credition Town Council (CTC) to allow them to place a seat on council-owned land, usually in memory of a loved one.

There are quite a few seats already installed in various places, and this policy has been developed to ensure that all seating placed on council-owned land conforms to a reasonable standard, and that there is not an excessive number.

1. All applications must be in writing to the Town Clerk. Where possible details of the seat should be submitted with the application, including its proposed location.
2. All applications will be considered for approval by the Property and Assets Committee.
3. The Town Council have selected a number of suppliers, as given on the attached sheet, and would encourage donors to choose from this list.
4. All seats must be suitably robust and of a good quality and standard and must be installed by a CTC approved contractor at the donor's expense.
5. Land for the siting of seats is limited and CTC reserves the right to refuse a request, where the decision is final.
6. The donor is welcome to attach a small plaque to the seat. The size must not exceed 6 inches x 4 inches (15cm x 10cm). The words on the plaque must be agreed with CTC prior to the plaque being installed.
7. Nothing other than agreed plaques should be placed on seats at any time.
8. All seats placed on council-owned land becomes property of CTC and it is the responsibility of CTC to insure the seat.
9. CTC reserves the right to relocate seats if necessary and will make every effort to notify the donor prior to such relocation. It is the responsibility of the donor to keep CTC informed of their current address.
10. CTC reserves the right to remove any seat which reaches a state beyond economic repair. every attempt will be made to contact the owner prior to removal.
11. Memorial plaques wherever possible will be returned to the donor if/when the seat is no longer fit for purpose.



## Supplier List

Broxap Ltd

Telephone: 01782 564411

Email: [sales@broxap.com](mailto:sales@broxap.com)

Web: [www.broxap.com](http://www.broxap.com)

Corido

Telephone: 020 8655 6242

Email: [info@corido.co.uk](mailto:info@corido.co.uk)

Web: [www.corido.co.uk](http://www.corido.co.uk)

David Ogilvie Engineering Ltd

Telephone: 01563 570061

Email: [david@davidogilvie.com](mailto:david@davidogilvie.com)

Web: [www.davidogilvie.com](http://www.davidogilvie.com)

Glasdon UK Ltd

Telephone: 01253 600415

Email: [wa@glasdon-uk.co.uk](mailto:wa@glasdon-uk.co.uk)

Web: [www.glasdon.com](http://www.glasdon.com)

Greenbarnes Ltd

Telephone: 01280 701093

Email: [sales@greenbarnes.co.uk](mailto:sales@greenbarnes.co.uk)

Web: [www.greenbarnes.co.uk](http://www.greenbarnes.co.uk)