



NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7TX

Tel: 01952 814338

enquiries@newportshropshire-tc.gov.uk

Newport General Cemetery Bench / Plaque Renewal Form

Invoice No

Bench Location

Applicants Details

1. Surname

2. Forenames

3. Address

.....

.....

4. Contact Number

5. Bench selected

6. This Bench will be
Placed In Memory of

7. Wording for plaque

.....

.....

.....

.....

8. Do you wish to be present?
During the siting of the Bench YES NO

9. Signature of applicant.....

Office use only

Fees

Receipt

Newport Cemetery – Memorial Bench Policy

The overriding purpose of a bench is for a seat. Individuals may apply for a memorial bench to be sited within the grounds of the Cemetery.

The decision on whether to approve the request and its location lies with the Cemetery officer or his / her deputy. Benches should not take up space earmarked for burials and are therefore best located on closed lawns or unsuitable burial ground.

The Town Council will maintain a list of approved benches (subject to regular review) for applicants to purchase.

The Town Council will undertake the routine maintenance of any approved bench up until the point where it deteriorates beyond economical repair within its normal life span.

The Council reserves the right to remove temporarily or permanently any bench in the interest of good husbandry.

Applications

Applications for benches will only be considered when submitted on the prescribed town council forms together with full payment to the address indicated on the forms. Fees will be refunded if approval is not granted. The applicant should ensure that all details are completed and correct.