

## Bereavement Services

	<p>Area office:</p> <p><b>Bereavement Services</b>  <b>Shay Grange Crematorium</b>  <b>Long Lane</b>  <b>Heaton</b>  <b>Bradford</b>  <b>BD9 6ST</b></p> <p>Tel: 01274 433900 or Tel: 01535 618245</p>
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### Application for a Granite Bench

Cemetery or Crematorium Location for Bench (Scholemoor, Nab Wood or Oakworth)	
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To be completed by the Applicant			
Re: The Late		Date of Death	

Name of Applicant:											
Address											
		Postcode									
Telephone											
E-mail Address											

**If you supply an email address, we can send a proof of the plaque for approval prior to ordering**

Please Supply	Granite bench(s) with the inscription shown below for a period of ten years. <b>Additional form(s) required for more than one plaque.</b>
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<b>Please write legibly in BLOCK CAPITALS. Please check dates etc. carefully as mistakes cannot be rectified</b>
<b>Please note: That only one letter per space and one space between each word must be shown on the table.</b>

1															
2															
3															
4															
5															

Signature of Applicant:		Date	
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Please return completed forms to the area office shown at the top of the form.
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**Application for the Right to Lease a Memorial Bench**  
(Valid for a lease period of 10 years from installation)

**Please Note**

**The maintenance of the bench is the responsibility of the applicant / owner.**

**Conditions of lease:**

- The lease period for the bench is for **10 years** from the date of installation which includes 1 inscribed plaque.
- A representative appointed by the Council will lay the concrete paving flags onto the designated area, prior to fixing the memorial bench into position.
- Only plaques ordered via Bereavement Services can be fixed onto the memorial bench
- The inscription must be approved by the Council (which reserves the right to reject any inscription which it considers to be unsuitable or offensive), before the plaque is fixed to the memorial bench.
- The positioning of the bench shall be determined by the Senior Bereavement Services Officer or Bereavement Services Manager.
- The inscription on the plaque, once fixed, may not be altered or amended by anyone other than a representative of the Council. The Council will remove any such plaque which has been altered without the permission of the Bereavement Services Manager.
- Other types of floral containers, potted plants etc are **NOT** permitted.
- Additional plaques may be added at any time within the period of lease, at the current cost at the time of application.
- It is the responsibility of the Applicant to inform the cemetery office of any change of address. If Bereavement Services cannot contact the applicant to advise them of any concerns, then it shall take any action it deems necessary.
- Bereavement Services will, periodically, inspect the memorial bench for safety. And will notify the Applicant of any deterioration of the bench. It is the responsibility of the Applicant to pay the cost of any interim repair to the memorial bench, which may become necessary. Failure to pay for the repair will lead to the removal of the bench and the lease will become void.
- The bench and the inscribed tablets are the property of the purchaser who may collect the bench and plaque after the expiry of a lease period, which is not intended to renew.

<b>I have read and understood the conditions imposed on the lease of the Memorial Bench and agree to abide by those conditions.</b>	<b>Signature</b>		<b>Date</b>
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**Memorial Insurance**

**It is highly recommended that the memorial bench is insured against accidental damage, Vandalism and theft – and to make sure the cover takes effect immediately the bench is fixed in the cemetery or crematorium grounds. Costs can be very reasonable and usually insignificant when compared with the possible cost of repairs.**

**For further information contact Bereavement Services On (01274) 433900 or (01535) 618245**

**Delivery:** Approximately 6 – 10 weeks from date of ordering

<b>FOR OFFICE USE ONLY</b>			
Fee Paid		Date Plaque Arrived	
Date Fee Paid		Date Plaque fixed in place	
Receipt Number		Date Applicant Notified	
Order Placed		Entered on Computer	
Order Number		Lease Expiry Date	