

## Tendring District Council - DONATED MEMORIAL SEAT SCHEME

The Council provides a scheme for residents and non-residents to donate memorial seats to be installed on its areas of public open space. The terms and conditions are set out below.

### 1. Terms and Conditions

- a. Memorial seats are donated for a fixed term of ten years. At the end of ten years the Council will attempt to make contact with the seat donator using the last known address and offer to extend the period by a further five or ten years based on the Council's approved schedule charges applicable at that time.
- b. Whilst the Council will try and accommodate the preference for the seats location, the Council reserves the right to refuse an application if the preferred location is unsuitable.
- c. The charge for the seat will be the fee stated in the Council's approved schedule of charges at the time of the application.
- d. Once the seat has been installed it becomes the property of the Council, who takes liability and responsibility for all maintenance requirements. No maintenance of any kind should be undertaken by the donor, their family or their representative.
- e. No adornments e.g. flowers at any time shall be attached or deposited on or near the seat or surrounding area.
- f. At the end of the donation term, and where it is not possible to contact the seat donor to offer to extend the period or where the seat donor chooses not to renew the donation, the Council will remove the memorial plaque and where possible return it to the seat donor.
- g. At this stage the Council may reassign the seat to another donor after servicing the bench by either refurbishing it or replacing it.
- h. The Council has no commitment to accept any application for a donated memorial seat and hopes that applicants will understand that the number and style of seats is a major consideration if the Council is to keep public open spaces looking attractive and uncluttered.

### 3 Fees and Charges

The charge for a new donated memorial seat is £1200.00 (inc. VAT) (while stocks last). The fees above are inclusive of the provision and installation of a seat, plaque and any work necessary to provide a suitable base together with the maintenance of the seat for a period of ten years. The Council requires full payment in advance. The order for the seat and works will only be placed once payment has been received.

### 4 Delivery and Installation

Applications for memorial seats are processed all year round. From the date an application is confirmed it may take up to twenty weeks for the installation of a seat.

*Example seat with Cast Iron ends and Timber rails:*



**Tendring District Council  
Parking and Seafronts  
Northbourne Depot  
Vista Road  
Clacton on Sea  
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