



Policy relating to Memorial Policy

INTRODUCTION – Northway Parish Council recognises it may receive requests to allow memorial benches, trees, plants and similar memorials on land in its ownership or care and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure the issue is managed and regulated for the benefit of all.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of the policy will be revised as and when necessary to meet changing circumstances.

LOCATION – Northway Parish Council can only grant permission for memorials on land owned by the Parish Council.

MEMORIALS – Subject to there being a suitable location, Northway Parish Council will only allow the following types of memorials:

Memorial tree with or without a plaque
Memorial shrub with or without a plaque
Memorial bench with/or without a plaque

POLICY – Terms & Conditions

1. All applications for memorials should be completed on the official request form and signed by the application. This will then be passed to the Council for authorisation prior to installation.
2. The Parish Council accepts no liability for damages caused to person(s) by memorials.
3. The Parish Council, should they need to, will notify the applicant in the event that the memorial is damaged. The applicant should ensure that the Parish Council is in possession of current contact details.
4. The Parish Council reserves the right to remove any memorials that have been damaged and are, in the Council's view, beyond economical repair or have not been repair within 6 weeks of the notification referred to in (3) above.
5. The Parish Council accepts no liability for damage to any memorial from vandals, third parties or whilst the Parish Council carries out ground works in proximity of the memorial.
6. The memorial design will require approval by the Parish Council to ensure it is in keeping with the intended location. No purchases should be made prior to Council approval. A hard standing may also be necessary.

7. If a plaque is to be included it will need to be installed with non-return security screws and the size and wording must be approved by Council prior to installation.
8. The Parish Council accepts no replacement liability for any plaque or memorial at the end of its useful life and if necessary will dispose of. Any replacements will be the responsibility of the original applicant that will, again, require approval of the Council.
9. Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.
10. Memorials will not be permitted for pets.
11. No additional mementoes e.g. vases, statues, flowers, wreaths, balloons, photographs or other ornamentation shall be permitted. No scattering of ashes will be permitted.
12. If the Memorial is a Tree or Shrub planting will only be carried out between November and March to ensure the most efficient growing conditions. Tree guards will be required in most cases.
13. If the memorial is in a condition which is deemed dangerous to the public then the Council has the right to do what it feels necessary to make the area safe.

MEMORIAL ENQUIRY FORM

Please complete, print and return to: The Clerk, Northway Parish Council, Lee Walk, Northway, Tewkesbury, Glos GL20 8QG.

Section A – Your contact details:

Name:

Address:

Telephone:..... E-mail:

Section B – Memorial

Type of Memorial:

Preferred local of Memorial:

.....

.....

Section C – Plaque

Plaque to be in the name of

Please print your memorial message for the plaque (for Council approval:

.....

Form of Agreement for a Memorial to be placed in a public area for the natural life expectancy of the memorial. Agreement between Northway Parish Council and:

Name:

Address:

This letter sets out the agreement for a memorial to be placed at

If you plan to install a plaque the inscription will be in the name of

Memorial Message will read

.....

.....

Name will accept full responsibility for the memorial.

The above named will be responsible for the memorial for the period of its natural life. Once the memorial has reached the end of its natural life, the memorial and plaque may be removed. A request to purchase a new replacement memorial can be made at the appropriate time. The Council cannot guarantee against theft, vandalism or damage and will not be able to replace or repair the memorial or plaque in this event. I understand and agree to all the conditions above and enclose by pictorial design statement for approval.

Signed Date

Contact telephone number