



Memorial Bench & Plaque Permit Application

A permit is required for all memorial works.

FOR OFFICE USE ONLY

Permit No:

Permit Fee:

Invoice No:

Date Received:

SECTION 1: DETAILS OF GRAVE

Cemetery	Section	Grave Number (if applicable)	Deed of Grant Number (if known)
Location:	Memorial Bench		

SECTION 2: DETAILS OF APPLICANT

Full name of applicant:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other:
Address:					
Postcode:		Email:			
Telephone:					

DECLARATION BY APPLICANT

I understand that I am required to purchase a brown bench made from recycled material. Please provide the Parish Office with pictures of the bench together with proof of cost and for insurance purposes please provide the Parish Office with a copy of the receipt.

Approval by the Parish manager MUST be obtained with an agreed location (site visits are available) prior to ordering.

If approved delivery should be to the Parish Office (address shown below) between 9.00 am – 1.00pm – Monday to Friday (closed Wednesday) installation will then be arranged and provided at an agreed cost by Parish Council Grounds Staff.

Please provide the Company with the Parish Office contact number asking them to contact when a delivery date and time are known.

Signature:	Date:

SECTION 3: DETAILS OF MEMORIAL WORKS

1. MEMORIAL BENCH PLAQUE - inscription

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Broughton Astley Parish Council
40 Station Road
Broughton Astley
Leicestershire
LE9 6PT

Telephone No. 01455 285655
Email: admin@broughton-astley.gov.uk

FEE
Please contact the Parish Office for the latest fees and charges

NB Please note that all fees are trebled for non-residents of Broughton Astley



Location

Approved Parish Manager

Date