



MEMORIAL BENCH APPLICATION

APPLICANT NAME:		
APPLICANT ADDRESS:		
PHONE/EMAIL:		
DEDICATEE NAME:		
GRAVE REFERENCE NUMBER:		
SHORT DESCRIPTION OF THE DEDICATEE'S LINK TO DIDCOT:		
WILL A PLAQUE BE ADDED: Please note it is the applicant's responsibility to install the plaque, once approved	YES	NO
IF YES, PLEASE PROVIDE THE DETAILS OF THE DEDICATION TEXT: This will need to be approved by the Environment and Climate Committee		
ABOUT THE BENCH		
HAS THE BENCH BEEN CHOSEN FROM THE RECOMMENDED SUPPLIERS LIST:	YES	NO
Please contact Didcot Town Council for a list of preapproved suppliers. Only benches from these suppliers will be considered.		
DIMENSIONS OF THE BENCH:		
COLOUR OF THE BENCH:		
BENCH MATERIAL TYPE:		
Please attach a picture of the bench to this application.		

FOR THE APPLICANT

TERMS AND CONDITIONS

1. THE TOWN COUNCIL RESERVES THE RIGHT TO REFUSE ANY BENCH APPLICATION AND WILL REFUND ANY PAYMENTS MADE IF IT DOES SO.
2. THE FEE FOR THE MEMORIAL DOES NOT INCLUDE THE COST OF THE BENCH, WHICH MUST ALSO BE PAID BY THE APPLICANT.
3. ONLY BENCHES PURCHASED FROM THE PREAPPROVED SUPPLIERS WILL BE CONSIDERED. THIS IS TO ENSURE THE STANDARD OF THE BENCHES.
4. DIDCOT TOWN COUNCIL HAS THE FINAL SAY OVER THE STANDARD AND COLOUR OF THE BENCH, WHICH WILL BE IN KEEPING WITH THE AESTHETIC AND ATMOSPHERE OF THE CEMETERY – ONLY NEUTRAL COLOURS WILL BE CONSIDERED.
5. THE COUNCIL IS ALSO RESPONSIBLE FOR ARRANGING THE CORRECT LOCATION OF THE MEMORIAL BENCH WITHIN THE CEMETERY GROUNDS.
6. THE COUNCIL RESERVES THE RIGHT TO REMOVE A MEMORIAL BENCH AFTER 10 YEARS OR BEFORE, IF THE BENCH IS DEEMED TO BE UNSAFE.
7. REMOVING MEMORIAL BENCHES FOR REPAIRS OR MODIFICATIONS WILL REQUIRE WRITTEN PERMISSION AND CONSENT FROM THE TOWN COUNCIL.

I, THE UNDERSTAND, AGREE TO ABIDE BY THE RULES FOR MEMORIAL BENCHES AS SET OUT BY DIDCOT TOWN COUNCIL.

I UNDERSTAND THAT IF APPROVED, A FEE WILL BE PAYABLE.

SIGNATURE:		DATE:	
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DIDCOT TOWN COUNCIL USE

Name of Dedicatee:		Grave reference:	
Name of Applicant			
Colour of bench approved:		Material of bench approved:	
Approved by:	ENVIRONMENT AND CLIMATE COMMITTEE	Date of meeting:	

PRIVACY NOTICE

Kynaston Road Cemetery

Didcot Town Council is the Data Controller under the new data protection law and will use the information you provide on this form to process your application to purchase a grave space.

The legal basis for processing this data is to enable the Council to process this contract. Our contact details for any queries is Didcot Town Council Offices, Britwell Road, Didcot, Oxfordshire, OX11 7HN.

In addition to enabling the Town Council to maintain the burial records we will retain this data to contact you if required on matters relating to the management and safety of the Cemetery. If you consent to us contacting you, please tick the boxes below.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Legally required data will be retained indefinitely for legal and archive purposes and, if ownership of the grave space is transferred to another person, for a period of six years for contract purposes.

Data held by consent will be retained indefinitely for legal, management and contract purposes or until a request is received to delete it.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <https://www.didcot.gov.uk/localcouncil-privacy-and-cookie.html>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can change your consent at any time.

KEEPING IN TOUCH

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by post.