



Brookwood Park Limited

Memorial Bench Application

Introduction

Brookwood Park Limited receives occasional requests from members of the public who wish to place a memorial bench within the cemetery.

Although there is no legislative requirement for the provision of public memorial benches, it is accepted that they provide a useful and appropriate public amenity in some areas.

Site operations, maintenance access and proximity of other benches or memorials restricts the space available for new benches, so the nearest appropriate space to the requested location may be offered.

Memorial benches in bereavement areas can be expected to be used mainly, but not exclusively, by those visiting a specific lair or memorial. The owner of the bench is required to accept responsibility for maintenance to ensure the bench remains fit for purpose.

In general, most requests have been accommodated but procedures followed have varied over time, with decisions often being left to the discretion of an officer who has been allocated the request. This approach, although accommodating to the customer, has required considerable officer time and has contributed to inconsistent records of memorial bench information over the years.

Brookwood Park Limited will consider requests for the placement of memorial benches according to the operation principles below.

Operating principles

1. Location for benches will be agreed as near to the requested location as possible. Benches will be located where they do not impede the operation or maintenance of the site or within a 5m radius of any other bench.
2. Location for benches should not impede on other graves, reserved locations, memorials or tree roots.
3. Location for benches will not be permitted within 2 meters of a water course, or on the edge of a high bank or low ditch.

4. Glades of Remembrance – There is no space currently available for benches within the immediate vicinity of the lake's water edge.
5. Main Cemetery grounds – A bench may be considered for siting on a reserved grave where the Exclusive Rights of burial have already been purchased – subject to approval.
6. Benches will not be considered on any new burial developments.
7. The application process should be followed for all bench requests.

Terms & Conditions

8. A bench should be provided by the client and may adorn a small nameplate or professionally carved inscription thereon.
9. The overall size of a bench should not exceed 4' in length.
10. The bench should be made from a high-quality hardwood to last a minimum of 10 years.
11. The customer is to ensure installation of the bench is undertaken safely and securely in the agreed location with prior notice given to Brookwood Park Ltd.
12. Maintenance responsibility lies with the owner, and benches must be maintained so they remain structurally sound and are kept free from a build-up of algae and grime.
13. Unsafe or poorly maintained benches will be removed from site and kept for 14 days in storage for the owner to collect.
14. Benches may only remain on site as long as they are under a current agreement.
15. A standard written letter of agreement will be sent by Brookwood Park Limited to the customer to ensure all terms and conditions are clearly understood prior to purchase.
16. Brookwood Park Ltd will not accept liability for any damage or theft of the bench and recommend that the bench is insured.

Restrictions

17. A bench dedication does not give individuals or families the right to dress the bench as a shrine.
18. A bench dedication does not give individuals or families the right to place or plant any items around or under the bench location.

19. A bench dedication does not give individuals or families the right to place any items on trees or shrubs located in the vicinity of the bench.
20. Items not permitted by Brookwood Park Ltd include, but are not restricted to, wind chimes, windmills, flags, artificial flowers, vases, candles, any kind of fencing, shingle, paving and anything made of glass.
21. These restrictions pertain to the general regulations of the site. Brookwood Park Limited reserves the right to remove any item that they consider unsuitable without notice.
22. Any items removed will be retained at the Cemetery Office for 14 days pending collection by the individual concerned, after which it will be disposed of if unclaimed.

Cost

The cost to place a bench in the Glades of Remembrance for a 10-year period = £750.00 renewable at the end of the dedication period.

The cost to place a bench within the main Cemetery grounds will be determined upon the location. Please contact the cemetery office for a quote.

Memorial bench procedure

This section describes the procedure which will be followed from the first contact with the customer enquiry until their memorial bench is in place.

23. Customer enquiries for a memorial bench location should be made in writing to the Brookwood Cemetery office.
Email: info@brookwoodcemetery.com
By Post: Glades House Cemetery Office, Cemetery Pales, Brookwood, GU21 0BL
24. An application form and copy of this policy will be provided to the customer.
25. The customer should complete the application form specifying a location if required and providing a photo and the size of the intended bench.
26. The allocated officer considers the requested location for the bench and decides, by applying the operating principles, whether a memorial bench is appropriate in the requested location. If the location is not suitable the nearest alternative location will be offered.

27. The allocated officer contacts the customer to confirm or discuss the details by phone, and if an alternative location is required, they will arrange a site meeting to agree the positioning for the bench.
28. On agreement a standard agreement letter is sent to the customer to confirm the arrangements along with a payment request.
29. Once the bench is in situ, the allocated officer ensures the work has been carried out, photographs the bench and ensures all information is recorded in the asset management system for future reference.