

# Ross-on-Wye Town Council

First Floor, The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Phone: 01989 562373

Email: [admin@rosstc-herefordshire.gov.uk](mailto:admin@rosstc-herefordshire.gov.uk)

## MEMORIAL BENCH APPLICATION FORM

**BENCH** Please tick your choice

NEW BENCH WITH SINGLE METAL PLAQUE

**State Location** .....

METAL PLAQUE ON EXISTING BENCH

**State Location** .....

Please note a maximum of three plaques are permitted on each bench

**PLAQUE** Please write exactly what you would like inscribed on the bench (you will receive a proof to check before it is made)

Name .....

Commemorative Dates: .....

Inscription: .....

.....

I enclose a cheque for £ ..... (see page 3 for details of fees payable)

**Name**.....

**Address**.....

**Post Code** ..... **Telephone** ..... **Email** .....

**Signature** .....

I agree to the terms and conditions stated in the Memorial Bench Policy

Please make cheques payable to Ross on Wye Town Council and complete and return pages 1 and 2 to the Town Clerk.

## Privacy Notice for Memorial Bench Applicants

Ross-on-Wye Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your application to place a Memorial Bench.

The legal basis for processing this data is to enable the Council to process the contract. If you include any personal details on this application on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, is The Corn Exchange, High Street, Ross-on-Wye HR9 7HL.

We will keep your data for six years if your application is successful, and for six months if your application is turned down, plus the current financial year, which runs from 1<sup>st</sup> April to 31<sup>st</sup> March. Your information will not be shared further.

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 <http://www.rosstc-herefordshire.gov.uk/>

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

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- We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.
- We may use your name and photo in our newsletters, or on our website, or our Facebook page.

### 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 social media including Facebook.
- Yes please, I would like to receive communications by post.

**Prices for a new cast iron/wood bench with single metal plaque**

Bench ..... £850.00

Administration Fee ..... £50.00

Siting Fee, including fixings..... £200.00  
(Construction of concrete base, levelling and securing bench)

Includes one Metal Plaque with inscription of 5 lines or under with no more than 36 characters per line.

**Total Payable ..... £1100.00**

**Price for a Metal Plaque on an existing bench**

Bench contribution and Metal Plaque with inscription ..... £170.00

5 year bench maintenance fee..... £70.00

Administration fee ..... £80.00

**Total ..... £320.00**



Cast Iron Bench with wooden slats

**Dimensions:** 180cm x 60.5cm x 84cm