

Chelmondiston Parish Council

[www. Chelmondiston.suffolk.gov.uk](http://www.Chelmondiston.suffolk.gov.uk)

Chairman: Cllr. David Cordle, 'Trelowena', Hill Farm, Chelmondiston IP9 1JU

Parish Clerk: Mrs Jill Davis, 'Michelle', Church Road, Chelmondiston IP9 1HT

e-mail: clerk@chelmondistonpc.info or Tel: 01473 780159

Memorial Bench Application

CHELMONDISTON PARISH COUNCIL REQUEST FOR A MEMORIAL BENCH

Name		
Address		
	Post Code:	
Telephone	Home: Mobile:	
E mail		
Please notify the Parish Council of any changes to your contact details so that you can be contacted if required. Failure to do so may result in your bench being removed without further notice		
Dedicated to		Bench style/Product code
Association with the parish		Manufacturer (incl address)
Preferred Location		Cost (incl fixings; Ex VAT)
Proposed Inscription: Brass plaque		

I agree that, once approval for a bench has been granted, I will be responsible for the costs as advised by the Clerk and will forward payment by BACS or through Internet Banking or cheque to the Parish Council prior to purchase and installation.

I understand that Personal Data will be processed in accordance with the General Data Protection Regulations.

Signed.....

Dated.....

Please return the completed form to: The Clerk to the Council, Chelmondiston Parish Council, 'Michelle', Church Road, Chelmondiston. IP9 1HT or e mail it to clerk@chelmondistonpc.info

Payment - If your application is approved you will need to make the payment in advance.

BAC – Details will be provided once approved

Internet Banking – Details will be provided once approved

Cheque – Made payable to Chelmondiston Parish Council

Official Use Only				
Parish Council Approval		Bench Installed		Agreed Location
Payment Received		Added to Asset Register		
Bench Ordered		Added to Insurance		