



Kinver Parish Council

95 High Street, Kinver, DY7 6HD

Bench Policy / licence for a seat/bench in the Parish of Kinver

1. Benches sponsored must be of a design, location & installation as agreed by Kinver Parish Council.
2. Kinver Parish Council will purchase the seat/bench directly following receipt of the full payment from the sponsor, including costs eg plaque (if required) delivery / installation.
3. Kinver Parish Council will retain details of the sponsor as a point of contact should the need arise. It is the responsibility of the sponsor to keep KPC updated with contact details.
4. The sponsor is responsible for the seat/bench in case of damage. If the bench becomes unsafe the Parish Council has the right to remove the bench without consultation of the sponsor. The Parish Council will make reasonable efforts to contact the sponsor.
5. The Parish Council may relocate the bench to an alternative location but will make reasonable efforts to contact the sponsor prior to doing so.
6. No memorials are to be placed on or around the site of the bench.
7. A licence will be issued for 10 years, should the bench be damaged during this time it will be removed – see point 4.
8. After the ten-year licence expires, a further term may be purchased based on costings at the time.



BENCH / COMMEMORATIVE
ENQUIRY FORM

Miss Jenny Cree (Clerk)
Kinver Parish Council
95 High Street
Kinver
South Staffs
DY7 6HD
Tel: 01384 873878
E-mail: kinverparish@btconnect.com
Website: kinverparish.com

Name of applicant: _____

Contact Name: _____

Address: _____

_____ Post code: _____

Contact Number: _____

Enquiry regarding commemorative tree / bench / other / location (delete as appropriate)

Who is the Bench OR Memorial for _____

What are their connections to / within the community / Parish of Kinver:

Would a plaque be required: Yes / No (delete as applicable).

Inscription details:

Signed: _____

Date: _____

Office use only

Minute Number:

Date of meeting: / /

Signed:

Dated:

Return form either via
email or post to the
above address.

Parish Council uses your information and your rights)

Kinver Parish Council provides grants to individuals and organisations. The council decides what information we collect, why, and what we do with it. That makes the council a 'controller' of the information. The council can be contacted at 95 High Street, Kinver, DY7 6HD. If you would like to speak to us about how we use your information or if you wish to exercise a right (see below) please come in to see us or call us on 01384-873878

Why we collect information

We do so in order to register progress and determine the bench application where appropriate.

How are we able to use your information?

Who we may share your information with

We will share the details of your application with our Councillors.

Retention

We will retain your information for 10 years after the bench has been installed.

Your rights

You have the right to make a request for access to your information; to have any incorrect information rectified; to have your information erased and to have the council's use of your information restricted.

Information Commissioner

If you are unhappy about the way the parish council has dealt with your information please speak to us in the first instance. However, you do have the right to complain to the Information Commissioner.