

NORTHALLERTON TOWN COUNCIL

Memorial Bench Policy



Adopted: 18th March 2019

Reviewed: 20/07/2026

Next Review: May 2029

1. Purpose and Scope

Northallerton Town Council supports the principle of allowing memorial benches within the Parish and will manage and regulate the process. This facility is only open to Northallerton organisations and residents or those of long standing residency who have moved away. This facility is not available to other persons living outside the Parish of Northallerton.

2. Location

2.1 Town Council Land: The Town Council is prepared to maintain overall control of siting benches and will adopt those on Town Council land.

2.2 Other Land: Where the proposed site is on or near the highway and subject to a licence from North Yorkshire County Council (NYCC) the Town Council is prepared to consider adopting a bench where this is necessary to comply with the appropriate licence. A copy of the licence should be sent to the Clerk.

2.3 The Town Council will not adopt or accept any responsibility for benches placed on private land.

3. Terms and Conditions

3.1 All applications for memorial benches should be completed on the official request form and signed by the donor. Applicants should provide information about the manufacturer, preferred style/type of bench, product code and cost (including fixings). The Town Council will consider each bench on its merits. While it does not automatically expect a uniform style of bench in any one location, the Town Council may choose to require it.

3.2 All benches and associated plaques should be paid for by the donor prior to installation. Where a bench is installed under the terms of licence from NYCC or another authority, the donor will be responsible for any additional costs.

3.3 An additional once only fee of 50% of the bench cost is also required by the Town Council prior to installation to cover insurance, routine inspections and maintenance costs for the life of the bench.

3.4 Benches will be purchased by the Town Council to ensure suitability for general public use. The Town Council may also limit the number of benches in particular areas. Benches may be replaced at the end of their useful life.

3.5 The inscription on memorial plaques to be approved by the Town Council. Plaques will be ordered by the Town Council.

3.6 The Town Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named persons on the request form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.

3.7 The Town Council retains the right to re-site a bench should this become necessary.

3.8 The Town Council accepts no liability for damage to benches by a third party.

3.9 If the bench becomes damaged and the Town Council can successfully claim for a replacement under the terms of its insurance, the donor will be contacted if possible. If requested by the donor, the bench will be replaced at a cost to the donor which reflects any insurance excess payable.

3.10 The Town Council will not be liable for relocation of benches should NYCC, or any other authority, decide to change its policy and rescind the permission to host benches on their property.

3.11 The Town Council will keep a record of and their contact details in accordance with General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk with updated details in writing. Failure to do so could lead to your bench being removed without further notice.