



NEW MILTON  
T O W N C O U N C I L

New Milton Town Council, Town Hall, Ashley Road, New Milton, Hampshire BH25 6AS

t. 01425 619120 e. [info@newmiltontowncouncil.gov.uk](mailto:info@newmiltontowncouncil.gov.uk)

[www.newmiltontowncouncil.gov.uk](http://www.newmiltontowncouncil.gov.uk)

## COMMEMORATIVE SEATING FORM

I would like to donate to the public seating scheme and enclose a cheque (payable to "New Milton Town Council") for the sum of £1000. VAT inclusive.

I understand that the seat I will be donating will be in an area selected from the list of available sites in New Milton. The specific positioning of the seat will be determined by the Estates representative in consultation with me. The area chosen will determine the type of seat that is available.

I understand that the price for the seat includes full installation, an engraved plaque and maintenance for a 15-year period. I understand that on installation the bench becomes the property of New Milton Town Council and that if I do not renew my donation after the initial 15 year period then the location may be offered to others for donation.

I understand that delivery and installation timescales may vary.

The donation monies to be paid in full at time of booking; the Donor will receive an Official Receipt.

**I understand and accept the terms and conditions as attached.**

Donor Name (print): .....

Address: .....

.....Post Code:.....

Contact Tel No:..... Email: .....

Signature:..... Date:.....

PREFERRED LOCATION OF BENCH:.....

I wish the following message (no more than 20 words) to be inscribed on the plaque – **PLEASE PRINT CLEARLY:**

### FOR OFFICE USE ONLY

Name:.....Date:.....

Payment method and date received:.....

Date Bench Installed:.....Exact Location of bench:.....



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## Donated Public Seating Scheme - Terms and Conditions

### Public Seating

1. The donation period is for 15 years starting on the day the seating is installed. Charges will be based on current rates at the start date.
2. New Milton Town Council will contact the Donor towards the end of the initial 15-year period. After the initial 15 years, the Donor has the option to renew their donation by way of a new seat or to have the existing seat refurbished. Where the Donor does not respond or declines to renew their donation then the location will be made available for other Donors.
3. It is the responsibility of the Donor to contact New Milton Town Council with any change of address otherwise the last recorded address will be used. If the last recorded address proves to be incorrect, New Milton Town Council is not duty bound to pursue the matter further.
4. Upon installation the donated seat immediately becomes the property of New Milton Town Council and will remain so for the life of the seat. New Milton Town Council through the use of public funds will take responsibility for the care and maintenance of the seat for the donation period.
5. The Council will maintain and publish areas available for donated seating. It is not possible to reserve a specific location. The type of seat and its positioning on site shall be at the final discretion of the Council.
6. All requests to donate a seat are subject to approval by New Milton Town Council and suitable space and position being available at the requested location.
7. Where applications are received for the same area or location the area or location will be assigned in the order that acceptable applications are received. Where an area or location has been taken then the Council may offer alternatives. This may include locations already occupied by a seat that the Council has determined is to be replaced.
8. New Milton Town Council reserves the right to refuse to accept a donation request or to refuse any request that is deemed inappropriate.
9. New Milton Town Council may carry out future works or planning alterations/changes to the site(s) or their surrounding areas. In such circumstances, the cost of repositioning a seat during the 15-year period (if such an option is deemed feasible by the Council) – will be absorbed by the Council.
10. New Milton Town Council reserves the right to relocate seats if required for operational purposes or reasons.
11. As part of future works - including planning alterations/changes to site, or the maintenance programme - seats may be removed from their site for a short duration in order to be refurbished or to accommodate the works. Notification will not be given to individual Donors.

### Plaques

1. New Milton Town Council has full control over the specification and design of all plaques and the Donor shall adhere to any requirements of the Council.
2. Payment for a plaque with inscription on an individual bench or seat includes an engraved plaque of maximum size 15cm x 5cm.
3. Only plaques with inscription will be permitted on seating in locations determined by the Council.
4. The Donor shall provide the wording (text only) to be inscribed on one plaque but the Council will determine the size and font of the lettering.
5. The original donation includes the cost of the plaque, the inscription and its installation. If the Donor wishes to make changes to the wording on the plaque after it has been produced and/or installed the Donor will be responsible for the additional costs incurred and charges will be based on current rates at the time.
6. If a Donor wishes to add a further plaque to their donated seat this will incur additional charge to cover costs.