



COMMEMORATIVE SEAT AND PLAQUE POLICY

Overview

Southampton City Council does not usually place commemorative seats and plaques in Southampton’s Parks & Open Spaces; however, in some circumstances requests can be considered.

- A seat will be the standard seat design used in that particular Park or Open Space.
- New seats are installed with a paved base; it is also possible to sponsor refurbishment of an existing seat.
- A plaque can be placed anywhere on a seat, including the back of the seat, at the discretion of the area officer.
- If a plaque is sponsored without a seat, then it can be placed with other such plaques on the same seat.
- The sponsor pays the full cost of the purchase and installation of the seat and/or plaque; prices vary according to the specific type of seat being installed or refurbished.
- The Council reserves the right to reject an application.

Approximate sponsorship costs including VAT:

- New Seat & Plaque **£1000** (guarantees exclusive plaque on seat)
- Refurbished Seat & Plaque **£400**
- Plaque only **£200**

Subject to agreement of seat location and plaque wording, an invoice including VAT will be sent to you after receipt of the application form. Please **do not** send payment with the application form.

Inscription on Plaque

1. A maximum of **24 characters** (letters, numbers, symbols, spaces) on each of **4 lines**, to a maximum of **64 characters** in total; all letters upper case.
2. The line with the name uses a larger typeface than the rest of the inscription; this does not affect the maximum number of characters per line.
3. The text will be centred on the plaque, both horizontally and vertically.
4. The wording is subject to approval by the Council.

Example:

IN MEMORY OF	<i>12 characters (including spaces)</i>
JOHN W BLENKINSOP	<i>17 characters (larger typeface)</i>
(1934 – 2010)	<i>13 characters</i>
FROM HIS LOVING FAMILY	<i>22 characters (total 64 characters)</i>

Conditions

1. Throughout their existence, all seats and plaques will remain in the ownership of the Council.
2. The Council will make reasonable efforts to maintain all seats and plaques in good condition for the lifetime of the seat. However, the Council will not be liable for replacing any seat or any plaque which is damaged, or stolen, or becomes unfit for purpose for whatever reason.
3. The Council reserves the right to move to a new location or remove completely any seat or plaque if it is deemed to be in the Council’s best interest to do so. Notification of such action will be made to you at your last known address.

For more information, please call Neighbourhood Services on 023.80832713.

APPLICATION FORM FOR COMMEMORATIVE SEAT AND PLAQUE

(BLOCK CAPITALS THROUGHOUT PLEASE)

Your Details

Name:

Address:

.....

..... Postcode:

Telephone: Email:

Where would you like the seat and/or plaque to be located?

Park or Open Space:

Tick one: New Seat with plaque (£1000) Refurbished Seat with plaque (£400) Plaque only (£200)

If you'd like to discuss a specific location within that Park or Open Space, tick this box:

What would you like written on the plaque?

You can use up to 4 lines each of 24 characters (letters, numbers, symbols, spaces), to a maximum of 64 characters in total. The line with the name will be larger in size. ALL LETTERS MUST BE BLOCK CAPITALS.

Grid for writing plaque text with 4 rows and 24 columns.

Signature

I have read the conditions on Southampton City Council's Commemorative Seat and Plaque Policy, subject to which the Council is prepared to provide a commemorative seat and plaque, and I agree to be bound by them.

Signed: Date:

Please send completed form (no payment at this stage) to: Seats & Plaques, Neighbourhood Services, Floor 3, One Guildhall Square, SOUTHAMPTON SO14 7FP

Office Use Only section with fields for Seat, Plaque, Invoice No, Dated, and Paid.

Data Protection Legislation: Personal information contained within this form is subject to the Data Protection Act 1998 and will be used for administration purposes only.