

Extract of Policy for Provision of Memorial Benches in Public Open Spaces.

Introduction

We welcome requests for memorial benches and plaques in public parks, open spaces, and countryside areas. These benches serve as quiet tributes while also being part of shared community spaces.

If you'd like to remember a loved one with a memorial bench in one of these public spaces, we'd be happy to help where space allows.

Memorial benches within cemeteries and the memorial garden at Perth Crematorium are also managed by Community Greenspace. These are covered by a separate policy due to the particularly sensitive management arrangements covering these areas.

What you need to know

We welcome requests for memorial benches and plaques in our parks, public spaces, and countryside areas. These benches serve as quiet tributes while also being part of shared community spaces.

Location

Benches can be placed where there is space and where access and maintenance are practical. If your preferred location isn't available, we'll suggest a suitable alternative. To keep public spaces welcoming to all, no more than half the benches in any area will be designated as memorials. Remote or difficult-to-access sites are not eligible.

Bench Types

We offer a range of standard bench styles. If you have a specific or unique bench design in mind, let us know - non-standard benches may be possible but must meet safety and durability standards.

You can also request to add a plaque to an existing bench, if it's in good condition. Funds from plaque-only requests help support maintenance of public benches throughout the area.

Plaques

All new benches come with a plaque included. You'll be able to choose a suitable inscription and approve a draft before installation.

Lifespan and Maintenance

Benches are expected to last for around 10 years. After this, they may be removed without replacement. Our team provides basic upkeep, such as graffiti removal and cleaning of algae or moss, but benches are not repainted or refurbished.

Costs

The fee includes the bench, plaque, chosen inscription, installation, a suitable base or surface underneath, and light maintenance.

How to Apply

1. Fill out the **Memorial Bench Purchase Enquiry Format** (Annex 2 below) or contact our team by phone or email.
2. We'll confirm availability and agree the location and style with you.
(Please wait for confirmation before making any payment.)
3. You'll be sent payment details.
4. Once paid, we'll arrange installation - usually within 12 weeks.
5. You'll receive a photo of the completed bench and plaque and letter of agreement (Annex 3 below).

For more information contact our team at GMContracts@pkc.gov.uk.

Annex 1

Council styles and current prices for installation of new memorial benches with plaques.

Plaques can be fitted to some existing benches for £218.00 inc VAT. This includes the plaque, fitting and a contribution towards the ongoing maintenance of the bench.

NB All prices include VAT are valid for 2025 but may be subject to annual change



Brass plaque



Aluminium plaque



New Glen Almond bench (with plaque)
£1035.00. For use in parks



New Glen Clova bench (with plaque)
£1,285.00. For use in formal areas of parks and on streets



Greenspace bench (with plaque)
£765.00. For use in countryside and some park areas



Phoenix recycled plastic bench
£943.00. For use in countryside and some park areas

Council standards for memorial benches and plaques

Memorial plaques

Plaques are either bronze or stainless steel and measure 19 x 5cms.
Text is Arial font style and can be up to 50 characters. All text must be approved by the Council.

The Glen Almond or equivalent bench is for use in parks.

In some formal areas the Glen Clova or equivalent bench is used. These are low maintenance treated hardwood benches. They are 6 feet long. These benches are of excellent quality but as with all timber products placed out of doors there may be some weathering by way of minor cracks which does not affect the durability of the product. There may also be wood grain and colouring variations which does not affect the quality of the product.

Greenspace bench is for use in the countryside and in some parks

This bench is produced by the Council and is treated wood on black recycled plastic legs. The recycled legs counteract rot below ground so increase the life expectancy of the bench.

The Pheonix bench or equivalent is for use in some parks.

These are very low maintenance recycled plastic benches which come in a range of colours.

Maintenance standard

Benches will be kept fit for purpose with minor faults being repaired and build-up of algae or grime being removed within available resources.

Annex 2 - Memorial Bench Purchase Enquiry Form

Memorial Bench Purchase Enquiry Form

Please complete and return, by post to Community Greenspace, Perth & Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD. Alternatively you can email your completed form to GMContracts@pkc.gov.uk. Paper copies of forms can be requested from the same address.

Section A - Your contact details

Name.....

Address

Telephone E-mail:

Section B - Choice of bench and location

Please tick the bench you want to purchase below

Glenalmond ☐ Glenclova ☐ Greenspace ☐ Phoenix ☐

Please specify your preferred location for the bench below i.e. name of park and nearest settlement

I would like my bench to be placed within

Section C – Memorial Plaque

All plaques will be provided by the Council and will be attached to your bench (Please supply the name to be on your plaque)

Plaque to be in the name of.....

Please choose either a bronze or steel plaque by ticking your preference below.

Brass ☐ Aluminium (Stainless-steel effect) ☐

Please print your memorial message for the plaque below, which we will then review. A maximum of 50 letters is normally advised, however if your message is longer, we can check with the engraver to see if the complete message will fit suitably onto the plaque.

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Annex 3 - Form of Agreement for a Memorial Bench to be placed in
a Public Area for the natural life expectancy of the bench

Memorial Agreement between Perth & Kinross Council and

(Name & address)
.....

This letter sets out the agreement regarding the purchase of (delete either 1 or 2)

1. A new(type of bench) bench to be
2. A memorial plaque, to be placed on the existing bench

situated at (e.g. the South Inch
Pond area) at the location shown by the attached map.

Your bench will carry a brass/aluminium memorial plaque in the name of

.....

Your memorial message will read

.....

.....

.....

(Name) will pay the sum of £.....

(Delete either 1 or 2)

1. being the full cost of the installation on site of the bench with plaque.
2. being the cost of the installation of the plaque and a contribution to the
cost of the bench.

The Council will place the bench with plaque in the agreed location within two months of receiving the cheque and/or plaque. The Council will be responsible for the bench for the period of its natural life (approximately 15 years). Once the bench has reached the end of its natural life, the bench and plaque may be removed. A request to purchase a new replacement bench can be made at the appropriate time.

The Council cannot guarantee against theft or vandalism and may not be able to replace either the bench or plaque in this event.

I understand and agree to all the conditions above and agree to make full payment for £.....either by telephone payment or cheque, the method of which will be agreed first with the responsible officer.

Signed

Date Contact telephone number