

**Donation Form****Number.**

Name:

Organisation:

Address:

Postcode:

Email address:

Phone Number:

**Location for Donation (including as much detail as possible):****Type of Donation (including as much detail as possible such as specifications, estimated costs):****Proposed Monument/Donation Design**

*I confirm that I have read the Donations protocol & agree to adhere to the guidance. I agree that installation will only take place once payment has been received and the works scheduled. I will advise the Council if there is a change to my contact details. I will ensure that any future inscriptions are agreed by the Town Clerk prior to any works being undertaken.*

Signed..... on behalf of the donor Date .....

**Proposed or Additional Inscription:****Office Use Only:**

Agreed Location of Donation:

Donation Agreed:

Approved by Town Clerk:

Approved by Assets, Infrastructure & Events Committee: