



# **Cardiff Council**

**Bute Park  
Donated Seat Scheme  
2024/25**

# **Application Form**



If you wish to purchase/donate a seat/plaque please complete the form and include the details,

- Where you wish the seat to be located
- Inscription details for a plaque
- Seat on which to fit an additional plaque (where applicable)

### DONATED SEAT/PLAQUE DETAILS

Please choose one option

Donated seat:

Donated seat and brass plaque:

Donated seat and steel plaque:

Additional brass plaque for my existing seat:

Additional steel plaque for my existing seat:

Location ref for  
donated site (as  
per location  
options provided)

[Click here to enter text.](#)

I will accept an  
alternative if my 1<sup>st</sup>  
choice is unavailable

Yes / No

Applicant's  
Name:

[Click here to enter text.](#)

Address:

[Click here to enter text.](#)

[Click here to enter text.](#)

Post Code:

[Click here to enter text.](#)

Tel No:

[Click here to enter text.](#)

Email:

[Click here to enter text.](#)

Mobile No:

[Click here to enter text.](#)

I accept the estimated cost of £

(Please insert using prices stated)

### INSCRIPTION DETAILS FOR PLAQUE

Please note that the inscription is a maximum of four separate lines, each line with a maximum of thirty two letters and/or spaces.

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

I agree to abide by the terms and conditions of the donated seat scheme and the rules and regulations as approved by Cardiff Council including and future changes during the lifespan of the donation period.

**Signature** ..... Click here to enter text. .... **Date** ..... Click here to enter text. ...

Once details for the donated seat have been agreed, the price will be confirmed and you will be invoiced for the total cost of the seat. The invoice will set out the full range of payment options available for settlement of the invoice payable with detailed instructions for payment.

Individual seats will be purchased from the manufacturer as required, therefore payment in full must be made before installation can be arranged.

Return the signed and completed form to:

**Email:**

[butepark@cardiff.gov.uk](mailto:butepark@cardiff.gov.uk)

**Post:**

FAO Bute Park Management Team  
Cardiff Parks Service  
Queen Alexandra House  
Cargo Road  
CARDIFF  
CF10 4LY

**You will be issued with an invoice once the chosen site and location have been confirmed.  
Payment details will be included on the invoice  
PLEASE DO NOT SEND A CHEQUE WITH THIS FORM.**

**DATA PROTECTION**

The information you have provided will be processed by Cardiff Council in line with the Data Protection Act 2018. Your information will be treated as confidential but may be used by the Council or disclosed to others where required by law.

For further information on how Cardiff Council manages personal information, see our full Privacy Policy on the Council's website

[https://www.cardiff.gov.uk/ENG/Home/New\\_Disclaimer/Pages/default.aspx](https://www.cardiff.gov.uk/ENG/Home/New_Disclaimer/Pages/default.aspx)

Alternatively please contact in writing: The Data Protection Officer, Information Governance, County Hall, Atlantic Wharf, CARDIFF CF10 4UW or by email to [dataprotection@cardiff.gov.uk](mailto:dataprotection@cardiff.gov.uk)

In this instance we will be processing your information specifically for administering the donated seat scheme as set out in this document. However, should you **not** wish to give your consent to the Council holding and processing your information you may opt out, but we would be unable to contact you should there be a need to replace your seat for any reason within the donation period.

I am happy for the Council to hold my data and contact me about my donated seat / plaque by:  
(tick all that apply)

Email:

Phone:

Post:

Signed: \_\_\_\_ Click here to enter text. \_\_\_\_\_

Date: \_\_\_\_ Click here to enter text. \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application ID		
Date Received		
Logged on Database By		
Order Date		
Processed By		
<b>INVOICE ISSUED VIA CIS</b>	<b>Invoice No.</b>	<b>Date:</b>
Installation Date		
9 Year Anniversary		
10 Year Anniversary		