



## **BUSHMAN'S RIVER MOUTH / BOESMANSRIVIERMOND**

Ratepayers' Organisation / Belastingbetalersorganisasie (BRRAG)  
NPO REGISTRATION NUMBER: 096-336-NPO  
P.O.Box / Posbus 90, Boesmansriviermond, 6190

Email [bushmansratepayers@gmail.com](mailto:bushmansratepayers@gmail.com) Website: [www.brrag.co.za](http://www.brrag.co.za)

---

Reference: BRRAG/1807.05.1 Procedure for Park Bench Applications

Date: 18 July 2018

### **PROCEDURE FOR APPLYING TO PLACE A PARK BENCH IN A PUBLIC SPACE**

Appendix A:	Examples of Websites for Park Bench Suppliers
Appendix B:	Template for Application to Place a Park Bench within Ndlambe Municipal Area
Appendix C:	Copy of Authorisation Letter from Ndlambe Municipality

### **Introduction**

BRRAG would like to encourage its members to contribute to the continual improvement of our communal public spaces. This includes the placing of park benches on suitable public spaces. These benches may be dedicated to loved ones.

To place a park bench requires the donor to follow the procedures set out by the municipality. To make the process easier for members, BRRAG has drawn up this set of guidelines. The detailed procedure is based on documentation received from the Director Community/Protection Services of the Ndlambe Municipality.

Please contact BRRAG if you require any assistance with the placing of the park bench and it will be our pleasure to assist as far as possible.

### **Aim**

The aim of the document is to enable BRRAG members to obtain permission from the Ndlambe Municipality to place a park bench with or without a commemorative plaque on it, in a public space within the Ndlambe municipal area. Please note permission is granted for a single bench. If more than one bench is to be placed, each must be handled separately.

### **Bench Requirements**

The bench is to meet the following requirements:

1. The bench must be a standard park bench made from recycled materials. There are any number of suppliers of such benches advertising on the internet. (See Appendix A for a photograph of a typical standard park bench)
2. The bench must be cemented into the ground at the space designated by the Ndlambe Municipality.

**“We make the difference / Ons maak die verskil”**

**Executive Committee:** John Wesley (Chair), Bill Northrop (Vice Chair), Gerald Schmidt (Treasurer), Kevin Bates, Jack Dell, Neville Loader, Boet Minnaar, Dalien Pachonick, Corrie Swanepoel, Sheila Swanepoel, Mike White, Lötter Wepener

3. The bench may have a commemorative plaque attached to the upper structure and the plaque will not be bigger than 10 cm in length and 10 cm in width. No commemorative plaque or commemorative plaque/structure may be on the ground.

### **Municipality Responsibility**

The Municipality will have the final decision as to where the bench may be placed in a public area. The Municipality may not grant permission for a bench to be placed in a designated protected area.

The Municipality accepts no responsibility for the loss of or damage to the bench or commemorative plaque due to theft, vandalism or for any other reason.

**Please note:** The area south of the main residential area in Bushman's, which includes the picnic sites and the whole beach area from the river mouth to Bokness is part of Greater Addo Elephant Park. Placing a bench here will require permission from SAN Parks which is a different procedure not covered by this document.

### **Procedure**

Arrange to meet with the municipal official and agree to the exact position of where the bench is to go. If possible, take a photograph of the agreed place and get the exact coordinates or mark it on a large-scale map.

If the planned bench is in Bushman's River Mouth (that includes Riversbend, Bushman's Industrial, Marselle or Klipfontein), Kenton-on-Sea, Boknes or Cannon Rocks then the official is Mr Mark Dixon (074 634 4072) and he must be contacted. If it is in other areas of Ndlambe the contact person is Mr Willem Nel (082 388 4600).

Use the BRRAG application template (See Appendix B) to write a letter to the municipality requesting permission. Attach a picture/photograph/diagram of the planned bench to the application and include a photo, location on a map or the geographic coordinates of where the bench is planned for.

The approval from the municipality will essentially state all of the above requirements and require that you meet with the designated official to finalise the placing of the bench. (See Attachment C).

**Attachment A: Standard Park Bench Made from Recycled Material**



The above bench is typical of the type of benches approved by the Ndlambe Municipality. Also note the size of the dedication plaque.

## Attachment B: Template for Application Letter

Telephone: 082....

Enquiries: Mrs Good Nature

e.g. Po Box 123

Boesmans.....etc

E.g 6190

22 August 2018

Mrs NC Booyesen-Willy

The Director Community/Protection Services

Ndlambe Municipality

Po Box 13

Port Alfred

6170

Dear Mrs Booyesen Willy

### **REQUEST FOR PERMISSION TO PLACE A PARK BENCH IN A PUBLIC PLACE WITHIN NDLAMBE MUNICIPALITY**

We hereby request to place a park bench in Bushman's River Mouth (*/Riversbend/Mareselle /Klipfontein etc as may be applicable*) in a public space as provisionally agreed to by Mr Mark Dixon on (*if you already have agreed to a place with Mark then mention it here and the give date of telephone conversation/meeting. If not, leave this out*)

We understand for permission to be granted the following conditions will apply:

1. We will arrange a meeting with Mr Mark Dixon to agree on the exact siting of the bench.
2. We accept that the bench may not be placed in a protected area.
3. The bench will be a standard park bench made from recycled material (see attached copy of brochure detail – *append a picture and detail of manufacturer if possible*).
4. The bench will have a commemorative plaque attached to the upper structure and the plaque will not be bigger than 10 cm in length and 10 cm in width.

We trust that this request will receive your favourable consideration.

Yours sincerely

Mrs G Nature

# Attachment C: Example of Letter giving Permission to Place a Park Bench



## NDLAMBE LOCAL MUNICIPALITY Port Alfred

Causeway Road  
P O Box 13  
Port Alfred  
6170

Phone: (048) 604 5500  
Fax: (048) 624 2669  
[portalfred@ndlambe.gov.za](mailto:portalfred@ndlambe.gov.za)  
<http://www.ndlambe.gov.za>

Please address all correspondence to The Municipal Manager

Our Reference: Mrs NC Booysen-Willy

Date:

**APPLICANT**  
As per email

Dear Sir/Madam

**RE: ERECTION OF MEMORIAL BENCH : xxxxxxxxxx (AREA)**

We refer to the above matter and to your email sent to the writer on xxxxxxxxxx.

We confirm that your application is hereby ***approved***, subject to the following:

1. You are required to contact Mark Dixon on 074 634 4072 (KOS/BRM/BOKNES area) or Willem Nel on 082 388 4600 (PA/Kleinemonde area) to meet you/your representative on-site and agree on the actual site of the bench; this is to ensure that the bench is not placed in any protected area;
2. The only memorial plaque allowed may be placed on the bench (not on the ground) and may not be bigger than 10cm in length and 10cm in width;
3. Any bench erected must be made of recycled material and must be cemented into the ground.

The Municipality will not be responsible for any damage to the bench, the theft of any bench or the loss of any plaque affixed to the bench, as a result of theft or damage.

This permission is only in respect of one (1) bench.

Yours faithfully

**NC BOOYSEN-WILLY**  
**DIRECTOR : COMMUNITY/PROTECTION SERVICES**

For Municipal Manager