

**Contact Details:**

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Updated: June 2023 Our Ref: 15683/2019

## MEMORIALS ON COUNCIL CONTROLLED LAND APPLICATION FORM

**1 Details of the applicant \***

Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/>	First Name _____	Surname _____
Organisation: _____	ABN: _____	
Postal address _____		
Suburb _____	State _____	Postcode _____
Phone: _____	Email: _____	

**2 Details of the memorial recipient** (please print clearly)

Name of Individual: _____
Name of Association: _____
Name of Historic Event: _____

**3 Reason** (please print clearly and attach a separate document if space does not suffice)


**2 Memorial Type:** ☐ Private ☐ Historical ☐ Service Clubs

<input type="checkbox"/> Commemorative Tree + Plaque	<input type="checkbox"/> New Park Bench + Plaque	<input type="checkbox"/> New Barbecue Facility + Plaque
<input type="checkbox"/> Landscaping + Plaque	<input type="checkbox"/> Public Artwork + Plaque	<input type="checkbox"/> Single Picnic Shelter + Plaque
<input type="checkbox"/> Double Picnic Shelter + Plaque	<input type="checkbox"/> Triple Picnic Shelter + Plaque	<input type="checkbox"/> Solar Bollard + Plaque

(please tick appropriate boxes)

**Preferred Location** (please provide a detailed location map showing preferred memorial site)

Park: _____	
Street Address: _____	
Locality: _____	Postcode: _____

**Note:** Preferred location is subject to the approval of Council and cannot be guaranteed.

**Please note:** There are no fees payable on lodgement of the application. A quotation will be forwarded to you once the application has been assessed.

**OFFICE USE ONLY**

FILE NO: SF2786	INCOME: 1230.140.173	DATE: _____	AUTHORITY NO: _____
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In making this application I, the Applicant, hereby acknowledge that:

- I have read Council's Policy on Memorials on Council Controlled Land and acknowledge that any community consultation, design, fabrication, transportation, installation, site preparation, construction, lighting and statutory permits/approvals will be financed by the Applicant, if required.
- Any approved memorial placed within a public place / site will be deemed to be owned and under the control of Council.
- Memorials requiring significant ongoing maintenance will not be approved unless the Applicant provides the necessary funds in advance of the ongoing maintenance and upkeep of the memorial.
- Council reserves the right to remove or modify the memorial or any portion of the memorial.

#### APPLICATION COSTS:

The Applicant, will be provided with a quotation for all costs which must be paid on or before the infrastructure; tree and plaque can be ordered.

Applicants are advised that the approval, ordering and installation process may take a minimum of 3 months to complete.

TYPE	DESCRIPTION
Park Bench Seat	The bench seat will be installed on a concrete base
Park Picnic Shelter	There are three (3) shelter types available being single, double and triple seat size. The shelter includes a concrete slab and seating.
Park Barbecue	Gas barbecues only
Plaque	<b>Plaque Sizes:</b> <ul style="list-style-type: none"><li>• Bench Seats 200mm x 50mm (3 lines)</li><li>• Tree/Other 200mm x 120mm (6 lines)</li></ul> <ul style="list-style-type: none"><li>• Applicants submit the plaque design with application for approval.</li><li>• Council will provide Applicants with a quotation for the plaque from Phoenix Foundry, (provider of memorial plaques for Council) plus all associated costs.</li><li>• Applicants are required to pay Council all costs prior to the ordering of the plaque.</li><li>• Applicants will be advised once the plaque has been installed at the approved site by Council staff</li></ul>
Landscaping	
Public Artwork	
Tree	
Solar Bollard	

**CHECKLIST FOR APPLICANT:** Have you attached the following supporting documentation if applicable? Please tick ✓

<input type="checkbox"/> Detailed memorial design	<input type="checkbox"/> Location Map	<input type="checkbox"/> Supporting documentation
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Applicant's Name

Signature

Date

Please return completed application form together with supporting documentation to:

Nambucca Valley Council  
PO Box 177  
MACKSVILLE NSW 2447