

**Contact Details:**

Postal Address: PO Box 177, Macksville NSW 2447  
Telephone: (02) 6568 2555

**Office Location:**

44 Princess Street, Macksville NSW 2447

**Website:**

www.nambucca.nsw.gov.au

**Email:**

council@nambucca.nsw.gov.au

Updated: July 2023 Our Ref: 15683/2019

## MEMORIALS ON COUNCIL CONTROLLED LAND APPLICATION FORM

<b>1 Details of the applicant *</b>			
Mr	Mrs <input type="checkbox"/>	Ms	First Name _____ Surname: _____
Organisation: _____		ABN: _____	
Address: _____			
Suburb: _____		State: _____	Postcode: _____
Phone: _____		Email: _____	
<b>2 Details of the memorial recipient</b> (please print clearly)			
Name of Individual: _____			
Name of Association: _____			
Name of Historic Event: _____			
<b>3 Reason</b> (please print clearly and <u>attach</u> a separate document if space does not suffice)			
<b>2 Memorial Type:</b> <input type="checkbox"/> Private <input type="checkbox"/> Historical <input type="checkbox"/> 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)			
<b>Preferred Location</b> (please provide a detailed location map showing preferred memorial site)			
Park: _____			
Street Address: _____			
Locality: _____		Postcode: _____	
<b>Note:</b> 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	<p><b>Plaque Sizes:</b></p> <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 select**

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

Please return completed application form together with supporting documentation to:

Nambucca Valley Council  
 PO Box 177  
 MACKSVILLE NSW 2447